

## **AGENDA**

### **COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION**

**October 17, 2016**

**Aldermen Levasseur, Hirschmann,  
Katsiantonis, Sapienza, Ludwig**

**4:30 p.m.**

**Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Chairman Levasseur calls the meeting to order.
2. The Clerk calls the roll.
3. Department travel/conference summary reports.  
**Gentlemen, what is your pleasure?**
4. Update on the City's Revolving Loan Fund.  
**Gentlemen, what is your pleasure?**
5. Communication from Michele Bogardus, Financial Analyst II, submitting Finance Department reports as follows:
  - Accounts Receivable over 90 days
  - Aging Report
  - Outstanding Receivables**Gentlemen, what is your pleasure?**
6. Communication from William Sanders, Finance Officer, regarding the City's Monthly Financial Report (unaudited) for the first three months of fiscal year 2017.  
**Gentlemen, what is your pleasure?**

7. Discussion regarding audit of funds lent by the City to outside organizations.  
*(Note: Attached is documentation regarding the Amber's Place Operating Support project.)*
8. If there is no further business, a motion is in order to adjourn.



*William E. Sanders*  
*Finance Officer*

*Sharon Y. Wickens*  
*Deputy Finance Officer*

## **CITY OF MANCHESTER**

*Finance Department*

September 30, 2016

Committee on Accounts, Enrollment, and Revenue Administration  
c/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

This letter is submitted in accordance with the City's Travel Policy. On September 11<sup>th</sup> through September 14<sup>th</sup>, 2016 Michele Bogardus and Sharon Wickens attended the New England States Government Financial Officers Association's Annual Fall Conference. The following sessions were attended;

- Overview of Moody's Investors Service's Local Government General Obligation Debt Rating Methodology
- Governmental Accounting Standards Board Update
- Data Security, Fraud Prevention and PCI Compliance
- Financial Forecasting
- The Ethical Administration of Governmental Financial Resources
- Uniform Guidance, the Sophomore Year
- New England Economic Update
- City of the Future: A Call to Action

This conference provided us with the opportunity to stay current in State and Federal accounting changes, as well as new rules and regulations. We are very appreciative of the opportunity to maintain and advance our professional skills which in turn benefits the City of Manchester.

Respectfully submitted,

Michele Bogardus  
Financial Analyst II

Sharon Wickens  
Deputy Finance Director



*William E. Sanders  
Finance Officer*

*Sharon Y. Wickens  
Deputy Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

October 7, 2016

Committee on Accounts, Enrollment & Revenue Administration  
C/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's revolving loan accounts.

Respectfully submitted,

Kim A. LeBlanc  
Financial Analyst

Enc.



**Revolving Loans  
Balances as of 10/7/16**

Loan #	Revolving Loan - City	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
1	Maax Inc	5/29/2007	5/1/2019	\$210,000.00	\$105,954.61	\$0.00	
2	Lazy Nicks	10/30/2009	10/30/2030	\$40,000.00	\$30,000.47	\$0.00	
3	Mary's Closet	2/19/2010	4/15/2017	\$60,000.00	\$33,043.16	\$0.00	
4	Delisle Market	1/28/2010	10/15/2020	\$43,500.00	\$28,162.42	\$0.00	
5	Delisle Market - Energy Loan	1/28/2010	8/15/2020	\$20,000.00	\$14,845.35	\$0.00	
6	Cedar & Oak	9/25/2008	1/1/2018	\$41,000.00	\$31,697.39	\$0.00	
7	OLK12	10/29/2010	3/1/2017	\$50,000.00	\$26,186.95	\$76.44	
8	Aviation Technology	5/23/2011	7/1/2017	\$75,000.00	\$0.00	\$0.00	Paid off 10/4
				\$539,500.00	\$269,890.35	\$76.44	

**SUMMARY NOTES:**

Loans 1 thru 3 - Status current and in good standing.  
Loans 4 & 5 - Over 30 days past due.  
Loans 6 & 7 - Over 60 days past due.  
Loan 8 - Paid off.

Loan #	Revolving Loan - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
9	844 Elm St	12/12/2003	11/12/2018	\$250,000.00	\$136,291.93	\$686.98	
10	Germania Front	1/20/2012	12/20/2022	\$500,000.00	\$340,990.94	\$1,420.80	
				\$750,000.00	\$477,282.87	\$2,107.78	

**SUMMARY NOTES:**

Loans 9 & 10 - Status current and in good standing.



*William E. Sanders  
Finance Officer*

*Sharon Y. Wickens  
Deputy Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

October 11, 2016

Committee on Accounts, Enrollment & Revenue Administration  
c/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached is a summary of the City's accounts receivable over 90 days as well as an aging report. Also included is a list of outstanding receivables that have been submitted to the City Solicitor for review and determination of collectability.

In summary outstanding receivables over 90 days totals \$970,166 out of \$4,132,164 billed. September's outstanding receivables totaled \$915,987 out of \$4,207,053 billed.

Please let me know if you have any questions or require further information.

Respectfully submitted,

Michele Bogardus  
Financial Analyst II

Enc.

**Summary of Accounts Receivable Over 90 Days  
by Department - with Previous Month's Comparative**

	Dept Code	10/10/2016 Over 90 Days	9/9/2016 Over 90 Days	
Airport	25	\$ 166,869.36	\$ 62,676.14	
EPD	27	\$ 842.64	\$ 842.64	
Parking Department	52	\$ 13,178.07	\$ 11,595.19	
Total Enterprise Funds		\$ 180,890.07	\$ 75,113.97	
Central Fleet Management	23	\$ 3,402.48	\$ 3,478.85	
City Solicitor	7	\$ -	\$ 39,593.00	
Fire Department	30	\$ 19,428.35	\$ 19,497.04	
Highway	50, 51	\$ 676,894.29	\$ 676,673.39	
Human Resources	19	\$ 3,446.47	\$ 3,446.11	
Parks & Recreation	65	\$ 2,481.00	\$ 2,461.43	
Code Enforcement	CE	\$ 45,525.06	\$ 45,644.18	
Police Department	33,34,35,36	\$ 38,098.37	\$ 50,078.98	
Total General Fund		\$ 789,276.02	\$ 840,872.98	
Grand Totals		\$ 970,166.09	\$ 915,986.95	
General Fund receivables over \$10,000 by customer				Explanation of Charges
Manchester Boston Regional Airport	7	\$ -	\$ 39,593.00	FY15 Audit Billing
Midway Utilities	34	\$ 15,016.16	\$ -	Police - Extra Detail
Corcoran Environmental	50	\$ 24,182.43	\$ 24,182.43	Landfill Lease Payments - Refer to Solicitor
National Grid	50	\$ 641,082.50	\$ 641,082.50	Roadway Degradation Fees - In Litigation - Refer to Solicitor
Totals		\$ 680,281.09	\$ 704,857.93	
Total General Fund receivables over 90 days less over \$10,000		\$ 108,994.93	\$ 136,015.05	

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	17600	211-213 WOODBURY ST CON	\$ 167.93	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 162.21
CE	23856	261 BELMONT STREET LLC	\$ 758.89	\$ 9.53	\$ 9.53	\$ 9.53	\$ 9.53	\$ 720.77
CE	17588	385 MANCHESTER STREET T	\$ 106.41	\$ 0.91	\$ 0.91	\$ 0.91	\$ 0.91	\$ 102.77
CE	21622	ADEKOYA, EMMANUEL	\$ 218.18	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 208.82
CE	17009	AHMEDAMIN, SANDRA	\$ 310.80	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 308.56
CE	21986	ALHAMIS, INNOCENTUS	\$ 115.96	\$ 1.29	\$ 1.29	\$ 1.29	\$ 1.29	\$ 110.80
CE	22250	ALHAMIS, INNOCENTUS	\$ 228.88	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 218.64
CE	24482	BELAND, BRENDA	\$ 141.92	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 134.40
CE	18280	BERLINGUETTE, RICHARD B	\$ 682.47	\$ 6.01	\$ 6.01	\$ 6.01	\$ 6.01	\$ 658.43
CE	23134	BURANT, STEPHANIE	\$ 978.08	\$ 11.56	\$ 11.56	\$ 11.56	\$ 11.56	\$ 931.84
CE	25715	BUTT, ARTHUR J	\$ 932.96	\$ 13.59	\$ 13.59	\$ -	\$ -	\$ 905.78
CE	25636	CASSIDY, KRISTIN E	\$ 1,175.64	\$ 16.88	\$ 16.88	\$ 16.88	\$ -	\$ 1,125.00
CE	19401	CATANO, EDMUNDO	\$ 824.20	\$ 7.60	\$ 7.60	\$ 7.60	\$ -	\$ 793.80
CE	23363	CAYER, NORMAN	\$ 776.45	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 736.45
CE	24685	CAYER, NORMAN ROGER	\$ 303.91	\$ 4.13	\$ 4.13	\$ 4.13	\$ 4.13	\$ 287.39
CE	24977	CHURCH, TIMOTHY	\$ 3.63	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 3.43
CE	23196	CORDERO, MARIA	\$ 1,117.78	\$ 13.21	\$ 13.21	\$ 13.21	\$ 13.21	\$ 1,064.94
CE	25866	CORREA, DAVID M	\$ 156.75	\$ 2.25	\$ 2.25	\$ 2.25	\$ -	\$ 150.00
CE	20689	CRUZ, MARIA	\$ 359.13	\$ 3.61	\$ 3.61	\$ 3.61	\$ 3.61	\$ 344.69
CE	17978	DAHL, THOMAS A	\$ 565.10	\$ 4.90	\$ 4.90	\$ 4.90	\$ 4.90	\$ 545.50
CE	21469	DEJESUS, JAN P	\$ 135.04	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 129.32
CE	25737	DELISLE HAVEE, VIVIAN L	\$ 156.75	\$ 2.25	\$ 2.25	\$ 2.25	\$ -	\$ 150.00
CE	21559	DEL-WES REALTY LLC	\$ 419.32	\$ 4.44	\$ 4.44	\$ 4.44	\$ 4.44	\$ 401.56
CE	25406	DESRISSAUX, LOUISE	\$ 190.20	\$ 2.81	\$ -	\$ -	\$ -	\$ 187.39
CE	21467	DROUIN, JOHN	\$ 206.04	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 197.32
CE	24786	EAGAN, SCOTT T	\$ 138.16	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 130.64
CE	24619	FALLAH, ELAINE B	\$ 359.16	\$ 4.88	\$ 4.88	\$ 4.88	\$ 4.88	\$ 339.64
CE	25954	FLEWELLING, MATTHEW	\$ 228.38	\$ 3.38	\$ -	\$ -	\$ -	\$ 225.00
CE	17791	FORAND, JEANNINE	\$ 166.50	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 160.78
CE	23494	FORD, JONATHAN	\$ 153.20	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 145.68
CE	19099	FRANCIS, RANDALL	\$ 271.64	\$ 2.48	\$ 2.48	\$ 2.48	\$ 2.48	\$ 261.72
CE	21427	FULLER, JASON L	\$ 517.18	\$ 5.42	\$ 5.42	\$ 5.42	\$ 5.42	\$ 495.50
CE	24991	GAGNON, DENIS M	\$ 136.28	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 128.76
CE	24393	GAGNON, RAYMOND C JR	\$ 448.37	\$ 5.93	\$ 5.93	\$ 5.93	\$ 5.93	\$ 424.65
CE	21269	GEORGIADIS, JAMES	\$ 246.80	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 236.56
CE	18654	GICHANA, DENNIS O	\$ 511.55	\$ 4.59	\$ 4.59	\$ 4.59	\$ 4.59	\$ 493.19
CE	24542	GLADYSZ, DANIEL J	\$ 140.04	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 132.52
CE	25648	GODZYK, COREY A	\$ 130.64	\$ 1.88	\$ 1.88	\$ 1.88	\$ -	\$ 125.00
CE	25019	GOOLBIS, RANDY F	\$ 354.28	\$ 4.88	\$ 4.88	\$ 4.88	\$ 4.88	\$ 334.76
CE	20234	GRADY, ALEXANDER	\$ 381.16	\$ 3.68	\$ 3.68	\$ 3.68	\$ 3.68	\$ 366.44
CE	24579	GRAHAM, BRIAN J	\$ 140.04	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 132.52
CE	17490	GRAMA, MARIAN	\$ 937.49	\$ 7.99	\$ 7.99	\$ 7.99	\$ 7.99	\$ 905.53
CE	16919	GRIMARD, MICHELE M	\$ 173.65	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 167.93
CE	25970	GUAY, JACQUELINE P RT 2	\$ 444.32	\$ 6.57	\$ -	\$ -	\$ -	\$ 437.75

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	19147	HAMMERSTROM, PAUL III	\$ 464.76	\$ 4.28	\$ 4.28	\$ 4.28	\$ 4.28	\$ 447.64
CE	20867	HAWKES, DANA M	\$ 436.76	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 419.04
CE	16740	HEWETT, DANIEL H	\$ 645.12	\$ 5.27	\$ 5.27	\$ 5.27	\$ 5.27	\$ 624.04
CE	25031	HUNZELMAN, ALBERT C	\$ 136.28	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 128.76
CE	19981	JACOBY, VALERIE A	\$ 251.58	\$ 2.41	\$ 2.41	\$ 2.41	\$ 2.41	\$ 241.94
CE	18785	JGDB REALTY, LLC	\$ 26.46	\$ 0.28	\$ 0.28	\$ 0.28	\$ 0.28	\$ 25.34
CE	17486	JOHNS, JOSEPH	\$ 716.10	\$ 6.10	\$ 6.10	\$ 6.10	\$ 6.10	\$ 691.70
CE	23236	KABAMBA, MPESAMONJI	\$ 946.24	\$ 11.18	\$ 11.18	\$ 11.18	\$ 11.18	\$ 901.52
CE	25727	KALATHAKIS, ALEXANDER	\$ 428.45	\$ 6.15	\$ 6.15	\$ 6.15	\$ -	\$ 410.00
CE	23408	KAROUTSOS, GEORGE FAM T	\$ 93.08	\$ 1.13	\$ 1.13	\$ 1.13	\$ 1.13	\$ 88.56
CE	24440	KEEFE, CASEY	\$ 561.87	\$ 7.43	\$ 7.43	\$ 7.43	\$ 7.43	\$ 532.15
CE	17507	KICKHAM, CHARLES	\$ 839.14	\$ 7.14	\$ 7.14	\$ 7.14	\$ 7.14	\$ 810.58
CE	25115	KICKHAM, CHARLES	\$ 1,316.90	\$ 18.38	\$ 18.38	\$ 18.38	\$ 18.38	\$ 1,243.38
CE	17437	KICKHAM, CHARLES	\$ 1,439.24	\$ 12.24	\$ 12.24	\$ 12.24	\$ 12.24	\$ 1,390.28
CE	18372	KILGORE, SCOTT C	\$ 1,032.70	\$ 9.10	\$ 9.10	\$ 9.10	\$ 9.10	\$ 996.30
CE	16825	KIM BERLINGUETTE	\$ 710.36	\$ 5.81	\$ 5.81	\$ 5.81	\$ 5.81	\$ 687.12
CE	22034	KROCHMAL, MARC A	\$ 51.59	\$ 0.68	\$ 0.68	\$ 0.68	\$ 0.68	\$ 48.87
CE	24287	KROL, WALTER	\$ 166.80	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 158.08
CE	17454	LACROIX, RUDOLPH	\$ 628.36	\$ 5.36	\$ 5.36	\$ 5.36	\$ 5.36	\$ 606.92
CE	19634	LANDER, DIANE R	\$ 208.40	\$ 1.96	\$ 1.96	\$ 1.96	\$ 1.96	\$ 200.56
CE	23116	LEBREAU, REBECA	\$ 400.14	\$ 4.73	\$ 4.73	\$ 4.73	\$ 4.73	\$ 381.22
CE	24271	LEMIRE, ROBERT	\$ 201.30	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 190.78
CE	19453	LOCKE, CHRISTINE	\$ 253.28	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 243.92
CE	17105	LORTIE, RONALD	\$ 643.90	\$ 5.35	\$ 5.35	\$ 5.35	\$ 5.35	\$ 622.50
CE	18413	LOUGEE, JILLIAN M	\$ 101.86	\$ 0.91	\$ 0.91	\$ 0.91	\$ 0.91	\$ 98.22
CE	19191	MARQUIS, LINDA J	\$ 156.49	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 150.77
CE	24593	MATEO, ERNESTO B	\$ 1,282.44	\$ 17.18	\$ 17.18	\$ 17.18	\$ 17.18	\$ 1,213.72
CE	23041	MCCARTHY, STEVEN L	\$ 222.34	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 211.82
CE	23511	MCCARTHY, STEVEN L	\$ 361.45	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 343.73
CE	19052	MERETE, JOSE	\$ 156.49	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 150.77
CE	18309	MILLER, SAUL B	\$ 67.98	\$ 0.71	\$ 0.71	\$ 0.71	\$ 0.71	\$ 65.14
CE	21083	NGALAKULONDI, PIERRE K	\$ 513.37	\$ 5.27	\$ 5.27	\$ 5.27	\$ 5.27	\$ 492.29
CE	24868	NORMAN CAYER	\$ 966.91	\$ 13.13	\$ 13.13	\$ 13.13	\$ 13.13	\$ 914.39
CE	24175	OKELLO, JAMES	\$ 285.48	\$ 3.68	\$ 3.68	\$ 3.68	\$ 3.68	\$ 270.76
CE	17176	OKELLO, JAMES	\$ 281.36	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 272.00
CE	17257	PAPPAS, ROBERT A	\$ 368.77	\$ 3.09	\$ 3.09	\$ 3.09	\$ 3.09	\$ 356.41
CE	25156	PATTERSON, JOYCE L	\$ 134.40	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 126.88
CE	25759	PINARD, DAVID A JR	\$ 235.14	\$ 3.38	\$ 3.38	\$ 3.38	\$ -	\$ 225.00
CE	24338	POIRIER, THOMAS	\$ 198.67	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 188.15
CE	21496	POND, DEBORAH A	\$ 362.80	\$ 3.85	\$ 3.85	\$ 3.85	\$ 3.85	\$ 347.40
CE	23900	POTTER, ANTHONY	\$ 149.44	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 141.92
CE	21152	PRINCE, JOHN G	\$ 322.61	\$ 3.31	\$ 3.31	\$ 3.31	\$ 3.31	\$ 309.37
CE	16956	RAKIS-LAMBROULIS, POTOU	\$ 657.55	\$ 5.41	\$ 5.41	\$ 5.41	\$ 5.41	\$ 635.91
CE	17306	RICARD, ERNEST H	\$ 365.68	\$ 3.09	\$ 3.09	\$ 3.09	\$ 3.09	\$ 353.32

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	22940	RODRIGUEZ, WALTER J	\$ 630.22	\$ 7.38	7.38	7.38	7.38	\$ 600.70
CE	22939	RODRIGUEZ, WALTER J	\$ 1,234.17	\$ 14.43	14.43	14.43	14.43	\$ 1,176.45
CE	25344	ROUSSEAU, DONALD	\$ 450.52	\$ 6.38	6.38	6.38	6.38	\$ 425.00
CE	24798	ROY, MARC	\$ 138.16	\$ 1.88	1.88	1.88	1.88	\$ 130.64
CE	23526	S PANOURGIAS FAMILY LLC	\$ 1,059.70	\$ 12.98	12.98	12.98	12.98	\$ 1,007.78
CE	21899	SANBORN, KARI R	\$ 130.75	\$ 1.43	1.43	1.43	1.43	\$ 125.03
CE	24913	SCANLON, PATRICK	\$ 138.16	\$ 1.88	1.88	1.88	1.88	\$ 130.64
CE	25286	SCHEFER, DAVID	\$ 134.40	\$ 1.88	1.88	1.88	1.88	\$ 126.88
CE	25398	SHATTUCK, DANIEL J	\$ 344.52	\$ 4.88	4.88	4.88	4.88	\$ 325.00
CE	18542	SILVA, FRANCISCA	\$ 736.30	\$ 6.55	6.55	6.55	6.55	\$ 710.10
CE	23016	SIMON, LESLIE	\$ 1,022.80	\$ 12.10	12.10	12.10	12.10	\$ 974.40
CE	25444	SOLONA, EVELYN A	\$ 567.12	\$ 8.03	8.03	8.03	8.03	\$ 535.00
CE	21061	SOULIOS, STAVROS	\$ 140.76	\$ 1.43	1.43	1.43	1.43	\$ 135.04
CE	25757	ST PIERRE, DELIA E	\$ 156.75	\$ 2.25	2.25	2.25	-	\$ 150.00
CE	25390	SVEND FILBY	\$ 927.52	\$ 13.13	13.13	13.13	13.13	\$ 875.00
CE	22896	TIMBAS, GREGORY S	\$ 133.24	\$ 1.66	1.66	1.66	1.66	\$ 126.60
CE	25424	TIMBAS, GREGORY S LVT	\$ 79.52	\$ 1.13	1.13	1.13	1.13	\$ 75.00
CE	23114	TOMES, KAREN E	\$ 514.44	\$ 6.08	6.08	6.08	6.08	\$ 490.12
CE	18687	TORRES, JOSE A	\$ 159.35	\$ 1.43	1.43	1.43	1.43	\$ 153.63
CE	24962	TREMBLAY, TAMMIE S	\$ 190.78	\$ 2.63	2.63	2.63	2.63	\$ 180.26
CE	25964	VANDENBERGH, SCOTT A	\$ 231.76	\$ 3.38	3.38	-	-	\$ 225.00
CE	23112	VERMILYEA, SETH R	\$ 285.84	\$ 3.38	3.38	3.38	3.38	\$ 272.32
CE	20970	WALLACE, JOHN W	\$ 296.64	\$ 3.02	3.02	3.02	3.02	\$ 284.56
CE	25630	WILSON, DAWN P	\$ 182.89	\$ 2.63	2.63	2.63	-	\$ 175.00
CE	21287	WINZELER, MARK L	\$ 137.90	\$ 1.43	1.43	1.43	1.43	\$ 132.18
CE	23988	WOOD, KENNETH A III TRU	\$ 0.07	\$ -	-	-	-	\$ 0.07
CE	19821	ZAMOR, WOLF R	\$ 627.05	\$ 5.95	5.95	5.95	5.95	\$ 603.25
CE	21151	ZEBROWSKI, LYNN A	\$ 212.58	\$ 2.18	2.18	2.18	2.18	\$ 203.86
<b>CE - CODE ENFORCEMENT TOTALS</b>			<b>\$ 47,565.21</b>	<b>\$ 537.51</b>	<b>\$ 524.75</b>	<b>\$ 507.78</b>	<b>\$ 470.11</b>	<b>\$ 45,525.06</b>
19	20865	SCHWARTZ, BETH	\$ 3,418.15	\$ -	-	-	-	\$ 3,418.15
19	2453	UNION LEADER CORP	\$ 29.76	\$ 0.72	-	0.36	0.36	\$ 28.32
<b>19 - HR TOTALS</b>			<b>\$ 3,447.91</b>	<b>\$ 0.72</b>	<b>\$ -</b>	<b>\$ 0.36</b>	<b>\$ 0.36</b>	<b>\$ 3,446.47</b>
23	5385	ARAMARK MANAGEMENT SERV	\$ 198.38	\$ -	-	-	-	\$ 198.38
23	2536	MANCHESTER CEMETERY DEP	\$ 5,033.22	\$ 2,432.52	-	210.73	1,332.29	\$ 1,057.68
23	2573	MANCHESTER EPD	\$ 9,740.30	\$ 9,343.20	-	168.32	218.78	\$ 10.00
23	2507	MANCHESTER HOUSING AUTH	\$ 5,304.17	\$ 1,796.77	-	2,338.79	-	\$ 1,168.61
23	11485	MANCHESTER PARKING DIVI	\$ 2,089.05	\$ 510.07	-	505.34	273.48	\$ 800.16
23	3124	PINARD WASTE SYSTEM INC	\$ 479.00	\$ -	-	143.70	167.65	\$ 167.65
<b>23 - CENTRAL FLEET TOTALS</b>			<b>\$ 22,844.12</b>	<b>\$ 14,082.56</b>	<b>\$ -</b>	<b>\$ 3,366.88</b>	<b>\$ 1,992.20</b>	<b>\$ 3,402.48</b>
25	20311	ADVANTAGE RENT A CAR	\$ 1.00	\$ -	-	-	-	\$ 1.00
25	4908	ALL POINTS AIRPORT SERV	\$ 50.00	\$ -	-	-	-	\$ 50.00
25	5577	ANDREWS LIMOUSINE	\$ 50.00	\$ -	-	-	-	\$ 50.00
25	24841	ASSET CAR SERVICE	\$ 50.00	\$ -	-	-	-	\$ 50.00
25	3814	BAE SYSTEMS	\$ 237.00	\$ 144.00	-	45.00	45.00	\$ 3.00

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
25	4825	BEST WESTERN EXECUTIVE	\$ 0.40	-	-	\$	-	\$ 0.40
25	4915	CELEBRITY EXPRESS	\$ 50.00	-	-	\$	-	\$ 50.00
25	7026	CHAUFFERED OCCASIONS IN	\$ 50.00	-	-	\$	-	\$ 50.00
25	5086	CHELMSFORD LIMOUSINE SE	\$ 50.00	-	-	\$	-	\$ 50.00
25	3624	CORPORATE LIMOUSINE SER	\$ 50.00	-	-	\$	-	\$ 50.00
25	3651	DELTA AIRLINES INC	\$ 523,699.73	\$ 216,499.77	-	\$ 123,426.77	\$ 135,335.53	\$ 48,437.66
25	21389	DLS TRANSPORTATION, LLC	\$ 50.00	-	-	\$	-	\$ 50.00
25	22188	DTG OPERATIONS, INC (TH	\$ 2,444.09	\$ 1,222.04	-	\$ 611.02	\$ 611.02	\$ 0.01
25	1878	JOHNSON CONTROLS	\$ 269.00	\$ 16.00	-	\$ 237.00	-	\$ 16.00
25	10006	L-3 COMMUNICATIONS SECU	\$ 135.00	\$ 90.00	-	-	-	\$ 45.00
25	4805	MERMAID TRANSPORTATION	\$ 50.00	-	-	-	-	\$ 50.00
25	7594	MISCELLANEOUS CUSTOMER	\$ 14,556.00	\$ 11,346.00	-	\$ 423.00	\$ 648.00	\$ 2,139.00
25	14944	NH AUTO RENTAL, INC (PA	\$ 2,464.38	-	-	-	-	\$ 2,464.38
25	16045	PARAGON LIVERY	\$ 50.00	-	-	-	-	\$ 50.00
25	10101	QUALITY AIRPORT SHUTTLE	\$ 50.00	-	-	-	-	\$ 50.00
25	10361	REPUBLIC AIRLINES (US A	\$ 276,672.20	\$ 82,608.61	-	\$ 81,097.48	-	\$ 112,966.11
25	6775	SEACOAST AIRPORT SERVIC	\$ 50.00	-	-	-	-	\$ 50.00
25	3973	SHEA JR, EDMUND J	\$ 135.00	-	-	-	-	\$ 135.00
25	3874	VANGUARD CAR RENTAL/ NA	\$ 61.80	-	-	-	-	\$ 61.80
25 - AIRPORT TOTALS			\$ 821,275.60	\$ 311,926.42	\$ -	\$ 205,840.27	\$ 136,639.55	\$ 166,869.36
27	12798	ANYTIME SEPTIC SERVICES	\$ 762.64	-	-	-	-	\$ 762.64
27	10064	SERVPRO OF MANCHESTER/D	\$ 100.00	-	-	-	\$ 20.00	\$ 80.00
27 - EPD TOTALS			\$ 862.64	\$ -	\$ -	\$ -	\$ 20.00	\$ 842.64
30	287	200 ELM STREET REALTY,	\$ 988.30	\$ 10.20	-	\$ 30.60	\$ 30.60	\$ 916.90
30	21341	AVERILL, JENNY	\$ 558.18	\$ 11.68	-	\$ 5.84	\$ 5.84	\$ 534.82
30	9662	BRIDGEWELL FARMS CONDO	\$ 817.70	\$ 22.20	-	\$ 11.10	\$ 11.10	\$ 773.30
30	1378	CHARLES TSIATSIOS TRUST	\$ 2,730.90	\$ 48.98	-	\$ 24.49	\$ 24.49	\$ 2,632.94
30	25885	CLARK, ISABELLE	\$ 261.73	\$ 7.62	-	-	-	\$ 254.11
30	18213	COLE-BRUCE, PAMELA	\$ 1,414.85	\$ 24.90	-	\$ 12.45	\$ 12.45	\$ 1,365.05
30	24709	FRANCOEURS CAFE	\$ 110.50	\$ 3.00	-	\$ 1.50	\$ 1.50	\$ 104.50
30	21771	GAMACHE INVESTMENT PROP	\$ 239.00	\$ 36.00	-	-	-	\$ 203.00
30	5427	GC FRIDAYS BOSTON LLC	\$ 596.70	\$ 16.20	-	\$ 8.10	\$ 8.10	\$ 564.30
30	8937	GIRL'S INC.	\$ 596.70	\$ 16.20	-	\$ 8.10	\$ 8.10	\$ 564.30
30	24374	HANNAFORD, ANDREW	\$ 721.05	\$ 19.06	-	\$ 9.53	\$ 9.53	\$ 682.93
30	21670	HARNUM, DAVID	\$ 508.87	\$ 10.86	-	\$ 5.43	\$ 5.43	\$ 487.15
30	24452	INLAND AMERICAN CFG POR	\$ 1,303.90	\$ 35.40	-	\$ 17.70	\$ 17.70	\$ 1,233.10
30	1255	INTERGRATED HEALTH SVC	\$ 688.80	\$ 14.40	-	\$ 7.20	\$ 7.20	\$ 660.00
30	16305	JOSEPH EQUIPMENT CO	\$ 1,916.00	\$ 31.20	-	\$ 15.60	\$ 15.60	\$ 1,853.60
30	17861	LACROIX, LUCIEN D	\$ 533.10	\$ 9.14	-	\$ 4.57	\$ 4.57	\$ 514.82
30	24375	LORANGER, AMANDA	\$ 419.92	\$ 11.10	-	\$ 5.55	\$ 5.55	\$ 397.72
30	17580	MAHMOTORIC, MUHAREM	\$ 3,586.50	\$ 75.60	-	\$ 37.80	\$ 37.80	\$ 3,435.30
30	19639	MANCHESTER CHRISTIAN CH	\$ 110.50	\$ 3.00	-	\$ 1.50	\$ 1.50	\$ 104.50
30	17794	MITCHELL, JOHN F	\$ 612.50	\$ 10.50	-	\$ 5.25	\$ 5.25	\$ 591.50
30	14129	MPBUH HOLDING LLC	\$ 327.00	\$ 9.00	-	\$ 4.50	\$ 4.50	\$ 309.00

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
30	4719	PAGE STREET REALTY	\$ 596.70	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 564.30
30	19541	RYDER	\$ 119.50	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 113.50
30	24774	VELAGALA LLC	\$ 109.00	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 103.00
30	22445	WILSON, ELIZABETH	\$ 486.67	\$ 10.98	\$ -	\$ 5.49	\$ 5.49	\$ 464.71
<b>30 - FIRE TOTALS</b>			<b>\$ 20,354.57</b>	<b>\$ 459.42</b>	<b>\$ -</b>	<b>\$ 233.40</b>	<b>\$ 233.40</b>	<b>\$ 19,428.35</b>
33	19086	GOOD STILL	\$ 2,188.92	\$ 798.19	\$ -	\$ 368.83	\$ 409.52	\$ 612.38
33	19151	LEVEL UP GAMING	\$ 806.94	\$ 17.90	\$ -	\$ 8.95	\$ 8.95	\$ 771.14
33	19031	MANCHESTER METALS INC.	\$ 722.22	\$ 20.54	\$ -	\$ 10.27	\$ 6.91	\$ 684.50
33	4303	MANCHESTER POLICE - OBE	\$ 36,305.49	\$ 35,838.69	\$ -	\$ -	\$ 100.00	\$ 366.80
34	14470	CIRCUS AMERICA INC.	\$ 666.72	\$ -	\$ -	\$ -	\$ -	\$ 666.72
34	22797	DB PERRY LLC	\$ 672.36	\$ -	\$ -	\$ -	\$ -	\$ 672.36
34	14517	EVERSOURCE	\$ 1,793.00	\$ -	\$ -	\$ -	\$ -	\$ 1,793.00
34	2094	EVERSOURCE ENERGY (HOOK	\$ 41,442.75	\$ 41,217.28	\$ -	\$ -	\$ 224.12	\$ 1.35
34	15274	FAIRPOINT COMMUNICATION	\$ 8,489.00	\$ 2,745.92	\$ -	\$ -	\$ -	\$ 5,743.08
34	25101	FIRE & ICE	\$ 868.47	\$ 644.35	\$ -	\$ -	\$ -	\$ 224.12
34	17534	GAMACHE, D	\$ 1,009.26	\$ 17.16	\$ -	\$ 8.58	\$ 8.58	\$ 974.94
34	4376	INTOWN MANCHESTER MANAG	\$ 1,793.19	\$ 448.24	\$ -	\$ 672.36	\$ 448.24	\$ 224.35
34	18609	LIBERTY UTILITIES, INC	\$ 22,258.16	\$ 19,512.69	\$ -	\$ -	\$ -	\$ 2,745.47
34	19260	MIDWAY UTILITIES	\$ 119,793.03	\$ 79,815.39	\$ -	\$ 11,093.96	\$ 13,867.52	\$ 15,016.16
34	20725	NEW YORK BITUMINOUS	\$ 6,335.39	\$ 29.72	\$ -	\$ 14.86	\$ 14.86	\$ 6,275.95
34	1917	NHSB BOOSTER CLUB	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	23373	S&S VIKING MECHANICAL	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	10381	WALMART	\$ 863.16	\$ 5.40	\$ -	\$ 2.70	\$ 2.70	\$ 852.36
34	4313	EVERSOURCE ENERGY (BEDF	\$ 21.50	\$ 0.60	\$ -	\$ 0.30	\$ 0.15	\$ 20.45
35	826	PROGRESSIVE INSURANCE C	\$ 5.32	\$ 0.16	\$ -	\$ 0.08	\$ 0.08	\$ 5.00
<b>33, 34, 35, &amp; 36 - POLICE TOTALS</b>			<b>\$ 246,483.12</b>	<b>\$ 181,112.23</b>	<b>\$ -</b>	<b>\$ 12,180.89</b>	<b>\$ 15,091.63</b>	<b>\$ 38,098.37</b>
50	17145	3R'S HOME REPAIR	\$ 168.60	\$ 2.30	\$ -	\$ 1.15	\$ 1.15	\$ 164.00
50	8018	AHRENT, JEFFREY	\$ 1,151.83	\$ 541.37	\$ -	\$ 372.00	\$ 236.59	\$ 1.87
50	24772	BEAN, VICTORIA L.	\$ 86.96	\$ 1.56	\$ -	\$ 0.78	\$ 0.78	\$ 83.84
50	7936	BIRON III, WILFRED	\$ 265.06	\$ 6.58	\$ -	\$ 3.29	\$ 3.29	\$ 251.90
50	23559	BISSONNETTE, VICKI	\$ 22.70	\$ 0.56	\$ -	\$ 0.28	\$ 0.28	\$ 21.58
50	20926	BUTLER CONSTRUCTION	\$ 185.56	\$ 3.16	\$ -	\$ 1.58	\$ 1.58	\$ 179.24
50	22297	CALEY, JEFF	\$ 157.10	\$ 3.50	\$ -	\$ 1.75	\$ 1.75	\$ 150.10
50	6321	CERTIFIED MAINTENANCE I	\$ 31.80	\$ 30.00	\$ -	\$ -	\$ -	\$ 1.80
50	23943	CIOLINO, DOMENIC	\$ 77.88	\$ 1.98	\$ -	\$ 0.99	\$ 0.99	\$ 73.92
50	6360	CLATANOFF, THOMAS	\$ 15.16	\$ 15.00	\$ -	\$ -	\$ -	\$ 0.16
50	19436	COCHRAN, ROBERT W	\$ 237.98	\$ 4.38	\$ -	\$ 2.19	\$ 2.19	\$ 229.22
50	10626	CORCORAN ENVIRONMENTAL	\$ 24,182.43	\$ -	\$ -	\$ -	\$ -	\$ 24,182.43
50	22806	CROCKER, ROBERT	\$ 107.30	\$ 2.48	\$ -	\$ 1.24	\$ 1.24	\$ 102.34
50	24710	CROWELL, WILLIAM R	\$ 293.69	\$ 6.34	\$ -	\$ 3.17	\$ 3.17	\$ 281.01
50	25706	DAVIS, LONNIE	\$ 24.05	\$ 0.70	\$ -	\$ 0.35	\$ -	\$ 23.00
50	22210	DEMERS, JOSHUA	\$ 157.48	\$ 3.52	\$ -	\$ 1.76	\$ 1.76	\$ 150.44
50	20433	DION, ROLAND	\$ 103.70	\$ 2.04	\$ -	\$ 1.02	\$ 1.02	\$ 99.62
50	22650	DUSSAULT, STEPHAN W	\$ 38.24	\$ 0.88	\$ -	\$ 0.44	\$ 0.44	\$ 36.48



City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	7965	EAST COAST SIGNALS	\$ 85.13	\$ 2.16	\$ -	\$ 10.65	\$ 4.72	\$ 67.60
50	11616	FAIRPOINT COMMUNICATION	\$ 716.00	\$ 710.00	\$ -	\$ -	\$ -	\$ 6.00
50	8273	FAMILY OUTFITTERS	\$ 200.83	\$ 199.50	\$ -	\$ -	\$ -	\$ 1.33
50	19406	FIRST FORD, INC.	\$ 3,418.00	\$ -	\$ -	\$ -	\$ -	\$ 3,418.00
50	21814	FIRSTMARK ADVANTAGE LLC	\$ 19.23	\$ 18.00	\$ -	\$ -	\$ 0.05	\$ 1.18
50	16882	FORTIN, BENJAMIN J	\$ 118.65	\$ 1.46	\$ -	\$ 0.73	\$ 0.73	\$ 115.73
50	24151	FRENCH'S RENOVATION	\$ 179.78	\$ 4.82	\$ -	\$ 2.41	\$ 2.41	\$ 170.14
50	25933	GILE, CLAYTON D	\$ 35.02	\$ 1.02	\$ -	\$ -	\$ -	\$ 34.00
50	25932	GLENN INDELICATO PAINTI	\$ 13.90	\$ 0.40	\$ -	\$ -	\$ -	\$ 13.50
50	21889	GUILD, JAMES	\$ 73.00	\$ 1.60	\$ -	\$ 0.80	\$ 0.80	\$ 69.80
50	21816	HEINEKE, SARAH	\$ 19.46	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 18.62
50	25408	HERRON, DUSTIN	\$ 14.84	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 14.00
50	23942	HOBBS, KRISTOPHER	\$ 55.52	\$ 1.42	\$ -	\$ 0.71	\$ 0.71	\$ 52.68
50	20706	JJ & P GENERAL MAINTENA	\$ 59.90	\$ 0.60	\$ -	\$ 0.30	\$ 0.30	\$ 58.70
50	18338	JOHNSON, CARL	\$ 90.60	\$ 1.60	\$ -	\$ 0.80	\$ 0.80	\$ 87.40
50	19405	JUZA III, JOSEPH J	\$ 74.22	\$ 0.82	\$ -	\$ 0.41	\$ 0.41	\$ 72.58
50	16998	KENNEY, JAMES	\$ 128.55	\$ 1.62	\$ -	\$ 0.81	\$ 0.81	\$ 125.31
50	19226	KIMBALL, JUSTIN	\$ 60.17	\$ 1.10	\$ -	\$ 0.55	\$ 0.55	\$ 57.97
50	19255	KONZIELASKI, MICHAEL L	\$ 225.58	\$ 4.12	\$ -	\$ 2.06	\$ 2.06	\$ 217.34
50	18378	KUBA, NICHOLAS G	\$ 254.28	\$ 4.48	\$ -	\$ 2.24	\$ 2.24	\$ 245.32
50	25935	LACOURSE, PETER	\$ 54.08	\$ 1.58	\$ -	\$ -	\$ -	\$ 52.50
50	22018	LACROIX, LUCIEN	\$ 47.72	\$ 1.06	\$ -	\$ 0.53	\$ 0.53	\$ 45.60
50	8860	LAVENTURE, MICHAEL	\$ 33.75	\$ 0.74	\$ -	\$ 0.37	\$ 0.37	\$ 32.27
50	18549	LEPINE, WILLIAM	\$ 53.66	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 52.82
50	18609	LIBERTY UTILITIES, INC	\$ 1,986,152.67	\$ 1,985,063.95	\$ -	\$ 201.99	\$ -	\$ 886.73
50	20997	LINBLOOM, JAMES D	\$ 266.40	\$ 5.40	\$ -	\$ 2.70	\$ 2.70	\$ 255.60
50	25802	LITTLEFIELD, ERIC J	\$ 122.49	\$ 2.66	\$ -	\$ 1.33	\$ -	\$ 118.50
50	24199	LOPEZ, JESUS M	\$ 110.12	\$ 2.84	\$ -	\$ 1.42	\$ 1.42	\$ 104.44
50	18394	MACLEAN, KURT P	\$ 181.06	\$ 3.22	\$ -	\$ 1.61	\$ 1.61	\$ 174.62
50	16860	MARTE, JUAN JOSE GONZAL	\$ 77.50	\$ 1.10	\$ -	\$ 0.55	\$ 0.55	\$ 75.30
50	24638	MASSENGALE, CASSIDY	\$ 64.66	\$ 1.76	\$ -	\$ 0.88	\$ 0.88	\$ 61.14
50	21815	MILES, WILLIE J	\$ 36.14	\$ 0.78	\$ -	\$ 0.39	\$ 0.39	\$ 34.58
50	23844	MIRANDA, JULIE	\$ 199.63	\$ 5.02	\$ -	\$ 2.51	\$ 2.51	\$ 189.59
50	23923	MURRAY, MATTHEW T	\$ 13.77	\$ 0.38	\$ -	\$ 0.19	\$ 0.19	\$ 13.01
50	3109	NATIONAL GRID	\$ 923,077.50	\$ 281,995.00	\$ -	\$ -	\$ -	\$ 641,082.50
50	21824	NELSON, BRUCE	\$ 316.92	\$ 6.84	\$ -	\$ 3.42	\$ 3.42	\$ 303.24
50	22211	NOHELT, JOSEPH	\$ 93.42	\$ 2.08	\$ -	\$ 1.04	\$ 1.04	\$ 89.26
50	8728	PELOQUIN, PIERRE J	\$ 706.80	\$ 704.50	\$ -	\$ -	\$ -	\$ 2.30
50	17279	PEREZ, ENRIQUE	\$ 78.98	\$ 1.32	\$ -	\$ 0.66	\$ 0.66	\$ 76.34
50	12185	POMEROY, STEVE A	\$ 186.10	\$ 3.40	\$ -	\$ 1.70	\$ 1.70	\$ 179.30
50	24129	REED, KENNETH	\$ 133.42	\$ 3.44	\$ -	\$ 1.72	\$ 1.72	\$ 126.54
50	16772	RICARD, DUANE	\$ 273.36	\$ 3.76	\$ -	\$ 1.88	\$ 1.88	\$ 265.84
50	19085	RIDA MOHSIN AIZA, LLC	\$ 631.08	\$ 10.88	\$ -	\$ 5.44	\$ 5.44	\$ 609.32
50	19437	ROBSON, SCOTT M	\$ 445.70	\$ 8.20	\$ -	\$ 4.10	\$ 4.10	\$ 429.30

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	23023	SACCO, ANNA	\$ 55.88	1.32	\$ -	\$ 0.66	\$ 0.66	\$ 53.24
50	25622	SENECAL, DAVID	\$ 103.68	2.12	\$ -	\$ 1.06	\$ -	\$ 100.50
50	22509	SMITH, JOSEPH	\$ 57.15	1.30	\$ -	\$ 0.65	\$ 0.65	\$ 54.55
50	23616	STANCZAK, PETER W.	\$ 59.86	1.48	\$ -	\$ 0.74	\$ 0.74	\$ 56.90
50	21030	STONE, KEVIN G	\$ 97.68	1.98	\$ -	\$ 0.99	\$ 0.99	\$ 93.72
50	8041	SYKES, WILLIAM	\$ 57.60	48.00	\$ -	\$ -	\$ -	\$ 9.60
50	19866	T & T PLUMBING & HVAC L	\$ 68.04	0.72	\$ -	\$ 0.36	\$ 0.36	\$ 66.60
50	18806	THERRIEN, MAURICE	\$ 49.80	0.90	\$ -	\$ 0.45	\$ 0.45	\$ 48.00
50	18766	VARELA, OSCAR A. AVINA	\$ 68.28	1.24	\$ -	\$ 0.62	\$ 0.62	\$ 65.80
50	19620	VEILLEUX, DAVID	\$ 291.94	187.24	\$ -	\$ 82.50	\$ -	\$ 22.20
50	16995	VEINOTTE, BRETT A	\$ 36.50	0.60	\$ -	\$ 0.30	\$ 0.30	\$ 35.30
50	11935	WHYTE, CRAIG A	\$ 10.40	0.28	\$ -	\$ 0.14	\$ 0.14	\$ 9.84
50	20369	WINTLE, MARKUS A	\$ 37.82	0.74	\$ -	\$ 0.37	\$ 0.37	\$ 36.34
50	19084	YOU, ERNIE	\$ 18.31	0.34	\$ -	\$ 0.17	\$ 0.17	\$ 17.63
50	17215	ZAJAC, JONATHAN S	\$ 86.16	1.44	\$ -	\$ 0.72	\$ 0.72	\$ 83.28
<b>50 &amp; 51 - HIGHWAY TOTALS</b>			<b>\$ 2,947,606.21</b>	<b>\$ 2,269,661.94</b>	<b>\$ -</b>	<b>\$ 739.25</b>	<b>\$ 310.73</b>	<b>\$ 676,894.29</b>
52	23497	AUBIN, KRISTEN	\$ 143.40	3.60	\$ -	\$ 1.80	\$ 1.80	\$ 136.20
52	22750	AUDETE, CHRISTOPHER	\$ 148.80	3.60	\$ -	\$ 1.80	\$ 1.80	\$ 141.60
52	24001	BECERRIL, MARTIN	\$ 125.77	3.32	\$ -	\$ 1.66	\$ 1.66	\$ 119.13
52	22817	BERKLUND, RICHARD	\$ 130.80	3.60	\$ -	\$ 1.80	\$ 1.80	\$ 123.60
52	24168	BOUVIER, SAMANTHA	\$ 121.83	120.03	\$ -	\$ -	\$ -	\$ 1.80
52	5810	BROCHU, MARIE	\$ 77.76	2.24	\$ -	\$ 1.12	\$ -	\$ 74.40
52	21568	BROWN, MITCHELL	\$ 67.25	1.50	\$ -	\$ 0.75	\$ 0.75	\$ 64.25
52	24614	BURNHEIMER, KATIE	\$ 120.79	3.32	\$ -	\$ 1.66	\$ 1.66	\$ 114.15
52	23588	CONSTANT, RYAN	\$ 181.81	60.91	\$ -	\$ 60.00	\$ 60.00	\$ 0.90
52	24057	COUGHLIN, RICK	\$ 135.30	3.60	\$ -	\$ 1.80	\$ 1.80	\$ 128.10
52	22507	DANDENEAU, BRONTE	\$ 302.70	122.70	\$ -	\$ 60.00	\$ 60.00	\$ 60.00
52	23741	DIONNE, KAYLIA	\$ 111.66	1.66	\$ -	\$ -	\$ 55.00	\$ 55.00
52	24228	ECHEVERRIA, OLIMPIA	\$ 63.30	1.66	\$ -	\$ 0.83	\$ 0.83	\$ 59.98
52	23302	ENRIGHT, JOSHUA	\$ 107.54	3.00	\$ -	\$ 1.50	\$ 1.50	\$ 101.54
52	5453	EVERSOURCE	\$ 61.80	1.80	\$ -	\$ -	\$ -	\$ 60.00
52	20875	GILLESPIE, PAUL	\$ 61.80	1.80	\$ -	\$ -	\$ -	\$ 60.00
52	24179	GOMEZ, KIMBERLY	\$ 132.60	3.60	\$ -	\$ 1.80	\$ 1.80	\$ 125.40
52	23262	HATCH, JEFF	\$ 74.40	1.80	\$ -	\$ 0.90	\$ 0.90	\$ 70.80
52	25067	HILL, JAMIE	\$ 114.15	3.32	\$ -	\$ 0.83	\$ -	\$ 110.00
52	25520	IDEAL CONSTRUCTION	\$ 510.00	170.00	\$ -	\$ 85.00	\$ 85.00	\$ 170.00
52	21350	IGO, ERIC	\$ 145.10	3.60	\$ -	\$ 1.80	\$ 1.80	\$ 137.90
52	24078	ILYADIS, MICHELLE	\$ 121.80	1.80	\$ -	\$ -	\$ 60.00	\$ 60.00
52	24372	JOY, MATT	\$ 63.30	1.66	\$ -	\$ 0.83	\$ 0.83	\$ 59.98
52	22706	KIROUAC, MICHAEL	\$ 63.60	1.80	\$ -	\$ 0.90	\$ 0.90	\$ 60.00
52	24744	LAVALLIERE, RENE	\$ 3.65	0.05	\$ -	\$ -	\$ -	\$ 3.60
52	18567	LAVOIE, NOELLE	\$ 163.75	3.00	\$ -	\$ 1.50	\$ 1.50	\$ 157.75
52	21917	LESSARD, JEFFREY	\$ 120.00	-	\$ -	\$ -	\$ -	\$ 120.00
52	24053	MASSON, ALLIE	\$ 56.66	1.66	\$ -	\$ -	\$ -	\$ 55.00

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	21217	MCGANN, MICHAEL	\$ 62.70	\$ 1.80	\$ -	\$ 0.90	\$ -	\$ 60.00
52	18327	MCLOUGHLIN, AMANDA	\$ 254.25	\$ 4.50	\$ -	\$ 2.25	\$ 2.25	\$ 245.25
52	23489	MILLER, BONNIE	\$ 143.40	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 136.20
52	25552	NAIL AND SPA	\$ 36.00	\$ -	\$ -	\$ -	\$ -	\$ 36.00
52	24055	NORSE, LAURA	\$ 125.77	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 119.13
52	5187	NOT SO PLAIN JANE'S	\$ 12,285.00	\$ 1,119.80	\$ -	\$ 1,650.00	\$ 1,650.00	\$ 7,865.20
52	23381	PARADAS, RODOLFO	\$ 132.60	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 125.40
52	22954	PERKINS, GINA	\$ 151.50	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 144.30
52	25609	PETERSON, TANJA	\$ 21.05	\$ 11.05	\$ -	\$ -	\$ -	\$ 10.00
52	24869	POISSON, CATHERINE	\$ 63.60	\$ 1.80	\$ -	\$ 0.90	\$ 0.90	\$ 60.00
52	24843	RAUGH, CUIJ	\$ 117.47	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 110.83
52	19918	RESIDE, ROBERT	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	24106	ROBY-PALMER, PAULA	\$ 121.80	\$ 1.80	\$ -	\$ -	\$ -	\$ 120.00
52	24229	RODRIGUEZ PEREZ, MAELIE	\$ 166.66	\$ 56.66	\$ -	\$ -	\$ 55.00	\$ 55.00
52	23938	ROY, CARRISSA	\$ 121.62	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 114.98
52	24399	SANTIAGO, MIGUEL	\$ 111.66	\$ 1.66	\$ -	\$ -	\$ -	\$ 110.00
52	25608	SHATO, LINA	\$ 170.00	\$ -	\$ -	\$ -	\$ 85.00	\$ 85.00
52	24148	SMITH, SIDNEY	\$ 120.79	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 114.15
52	21310	SOUICY, DAN	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ 90.00
52	25595	TSERONIS, ERIN	\$ 230.25	\$ -	\$ -	\$ -	\$ 85.00	\$ 145.25
52	23590	VEXED LLC	\$ 259.60	\$ 6.60	\$ -	\$ 3.30	\$ 3.30	\$ 246.40
52	25600	WAGNER, JAMES	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	25066	WALDEN, TIM	\$ 111.66	\$ 1.66	\$ -	\$ -	\$ 55.00	\$ 55.00
52	19477	WALKER, NICOLE	\$ 241.20	\$ 5.40	\$ -	\$ 2.70	\$ 2.70	\$ 230.40
52	21460	ZGHOUL, OSAMA	\$ 134.50	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 128.50
<b>52 - PARKING TOTALS</b>			<b>\$ 19,144.40</b>	<b>\$ 1,770.44</b>	<b>\$ -</b>	<b>\$ 1,901.87</b>	<b>\$ 2,294.02</b>	<b>\$ 13,178.07</b>
65	17188	IM THIRSTY ENTERTAINMEN	\$ 1,095.00	\$ 18.00	\$ -	\$ 9.00	\$ 9.00	\$ 1,059.00
65	24471	PINARD, RAYMOND	\$ 227.00	\$ 6.00	\$ -	\$ 3.00	\$ 3.00	\$ 215.00
65	19252	SOUTHERN NH PAGAN PRIDE	\$ 1,258.00	\$ 25.50	\$ -	\$ 12.75	\$ 12.75	\$ 1,207.00
<b>65 - PARKS &amp; REC TOTALS</b>			<b>\$ 2,580.00</b>	<b>\$ 49.50</b>	<b>\$ -</b>	<b>\$ 24.75</b>	<b>\$ 24.75</b>	<b>\$ 2,481.00</b>
<b>GRAND TOTALS</b>			<b>\$ 4,132,163.78</b>	<b>\$ 2,779,600.74</b>	<b>\$ 524.75</b>	<b>\$ 224,795.45</b>	<b>\$ 157,076.75</b>	<b>\$ 970,166.09</b>

**City of Manchester**  
**Accounts Receivable**  
**Submissions for Solicitor's Review**

Sent to Solicitor	Dept	Customer Name	Cust #	Invoice #	Invoice Dates	Original Amount	Remaining Balance	Finance Charges	Total Outstanding	Explanation / Determination
	Highway	*Corcoran Environmental	10626	Numerous Invoices	1/6/2010 - 6/28/2010	\$ 29,250.00	\$ 24,182.43	\$ -	\$ 24,182.43	Landfill Lease Payments
	Highway	**National Grid/Liberty Utilities	3109	Numerous Invoices	4/26/2010 - 1/21/2013	\$ 923,077.50	\$ 923,077.50	\$ -	\$ 923,077.50	Roadway Degradation Fees - In Litigation

All accounts determined to be uncollectable by collections >\$1,000 sent to City Solicitor

\*Corcoran Environmental Services is subject to a bankruptcy Chapter 11 plan of reorganization. That plan provides that the City's claim should be paid by December 31st of this year.

**\*Requested an update from Solicitors on Corcoran Environmental Services for the October 2016 COA Meeting**

\*\*National Grid/Liberty Utilities is presently pending before the New Hampshire Supreme Court. Liberty Utilities must file their opening brief by June 6, 2016.

We must file our opposing brief by July 21, 2016. Liberty can file an answering brief by August 22, 2016. After August 22nd the Supreme Court will, most likely, schedule oral arguments. It is expected that oral arguments will take place this fall with a decision from the Court late this year or early next year.



*William E. Sanders*  
*Finance Officer*

*Sharon Y. Wickens*  
*Deputy Finance Officer*

## **CITY OF MANCHESTER**

*Finance Department*

October 11, 2016

Committee on Accounts, Enrollment and Revenue Administration  
C/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is the City of Manchester's unaudited Monthly Financial Report for the first three months of fiscal year 2017.

***Expenditures:***

The average unobligated balance percentage after three months should be 75% as a benchmark. All departments with the exception of Information Systems, Facilities Division and Highway are within 10% of this benchmark. The overall unobligated percentage after three months is 70.09% for 2017 compared to 70.02% a year ago. Health insurance costs for 2017 are unfavorably tracking the budget through September. The severance reserve of \$1,500,000 has an unexpended balance of \$1,359,386. A comparison of severance payouts thru September for FY 2017 and 2016 is as follows:

	2017	2016
Payments	\$ 140,614	\$168,677
Retirements		
Fire	0	3
Police	2	1
Public Works	0	0
Other	2	0
Total	4	4

***Revenues:***

Revenues for the first three months of fiscal year 2017 are about \$155 thousand less than the same period a year ago. Auto registrations, licenses and permits are \$198 thousand higher than last year. Intergovernmental revenues are \$62 thousand higher than last year. Sales and service revenues are \$194 thousand higher than last year mainly due to additional revenues from the Parks & Recreation department. These increases are offset by lower interest and penalties of \$91 thousand, reimbursements of \$102 thousand, and school chargebacks of \$420 thousand. The decrease in school chargebacks and reimbursements is a result of less timely billing in FY 2017. The Municipal Transportation Improvement fund balance at 9/30/16 is \$660,055.

Sincerely,

William E. Sanders  
Finance Officer

**CITY OF MANCHESTER  
NEW HAMPSHIRE**



**FINANCIAL REPORTS**

**FOR THE THREE MONTHS ENDED  
SEPTEMBER 30, 2016**

**UNAUDITED**

CITY OF MANCHESTER, NEW HAMPSHIRE  
PRELIMINARY FINANCIAL STATEMENTS  
TABLE OF CONTENTS  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2016  
(UNAUDITED)

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City of Danvers, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Three Months Ended September 30, 2016

8:24 A  
 1. 1

(UNAUDITED)

Budget Basis

QT1BUDNBN1

	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 17,500.00	\$ 52,500.00	75.00
ASSESSORS	608,477.00	137,841.67	470,635.33	77.35
CITY CLERK	992,301.00	264,118.57	728,182.43	73.38
MEDO	139,500.00	39,898.31	99,601.69	71.40
CITY SOLICITOR	1,287,479.00	279,685.80	1,007,793.20	78.28
FINANCE	955,242.00	190,527.40	764,714.60	80.05
CENTRAL FLEET MANAGEMENT	3,163,824.00	792,405.90	2,371,418.10	74.95
INFORMATION SYSTEMS	1,541,651.00	689,136.61	852,514.39	55.30
MAYOR	230,375.00	50,917.15	179,457.85	77.90
OFFICE OF YOUTH SERVICES	592,714.00	136,449.71	456,264.29	76.98
HUMAN RESOURCES	778,710.00	177,255.12	601,454.88	77.24
PLANNING & COMMUNITY DEVELOPMENT	2,021,178.12	441,290.72	1,579,887.40	78.17
FACILITIES DIVISION	6,678,829.00	5,049,302.46	1,629,526.54	24.40
TAX COLLECTOR	494,043.00	103,480.32	390,562.68	79.05
FIRE	19,604,585.00	4,463,303.28	15,141,281.72	77.23
POLICE	22,014,760.00	5,150,040.17	16,864,719.83	76.61
HEALTH	2,809,822.00	456,767.15	2,353,054.85	83.74
HIGHWAY	16,165,972.00	7,193,089.01	8,972,882.99	55.50
WELFARE	1,019,240.00	213,182.99	806,057.01	79.08
PARKS & RECREATION	4,254,109.00	1,344,607.75	2,909,501.25	68.39
LIBRARY	2,003,162.00	510,005.34	1,493,156.66	74.54
SENIOR SERVICES	241,489.00	47,127.04	194,361.96	80.48
-----				
TOTAL AGENCIES	87,667,462.12	27,747,932.47	59,919,529.65	68.35
-----				
RESTRICTED ITEMS-				
SEVERANCE PAY	1,500,000.00	140,613.58	1,359,386.42	90.63
WORKERS COMPENSATION - SALARY	684,000.00	82,470.84	601,529.16	87.94
WORKERS COMPENSATION - MEDICAL	1,658,108.00	559,424.48	1,098,683.52	66.26
HEALTH INSURANCE	12,356,967.88	3,408,151.75	8,948,816.13	72.42
DENTAL INSURANCE	712,791.20	166,094.73	546,696.47	76.70
DEATH BENEFIT	72,601.00	11,811.94	60,789.06	83.73
DISABILITY INSURANCE	61,821.00	11,236.04	50,584.96	81.82
CITY RETIREMENT	7,473,224.13	1,691,968.27	5,781,255.86	77.36
FIRE STATE PENSION	5,074,398.00	1,175,158.69	3,899,239.31	76.84
POLICE STATE PENSION	4,614,192.00	1,100,950.73	3,513,241.27	76.14
FICA	3,074,875.67	651,805.19	2,423,070.48	78.80
UNEMPLOYMENT	50,000.00	1,000.00	49,000.00	98.00
TUITION	50,000.00	23,048.43	26,951.57	53.90
CGL INSURANCE	668,342.00	243,463.84	424,878.16	63.57
-----				
TOTAL RESTRICTED ITEMS	38,051,320.88	9,267,198.51	28,784,122.37	75.65
-----				



## Budget vs Actual Expenditures - General Fund

8:24 A

By Department Without Restricted Items

2. 1

For The Three Months Ended September 30, 2016

(UNAUDITED)

Budget Basis

QT1BUDNBN1

	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	841,000.00	-	841,000.00	100.00
MPTS	451,253.00	451,253.00	-	-
CIVIC CONTRIBUTIONS	162,286.00	129,543.00	32,743.00	20.18
NON-CITY PROGRAMS	69,107.00	68,947.83	159.17	.23
STREET LIGHTING	840,000.00	220,134.58	619,865.42	73.79
COMMUNITY IMPROVEMENT PROGRAM	1,001,036.00	1,001,036.00	-	-
TRANSIT SUBSIDY	1,165,724.00	1,165,724.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	4,599.22	35,400.78	88.50
MATURING DEBT	11,863,203.00	2,680,151.47	9,183,051.53	77.41
INTEREST ON MATURING DEBT	5,849,442.00	1,525,495.41	4,323,946.59	73.92
	-----			
TOTAL NON-DEPARTMENTAL ITEMS	22,283,051.00	7,246,884.51	15,036,166.49	67.48
	-----			
TOTAL GENERAL FUND	\$ 148,001,834.00	\$ 44,262,015.49	\$ 103,739,818.51	70.09
	=====			

Budget vs Actual Expenditures - General Fund

8:24 A

By Department Without Restricted Items

1. 1

For The Three Months Ended September 30, 2015

(UNAUDITED)

Budget Basis

QT1BUDNBN2

	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 17,500.00	\$ 52,500.00	75.00
ASSESSORS	609,277.00	139,004.90	470,272.10	77.19
CITY CLERK	994,701.00	214,059.83	780,641.17	78.48
MEDO	140,000.00	39,223.67	100,776.33	71.98
CITY SOLICITOR	1,378,379.00	280,629.18	1,097,749.82	79.64
FINANCE	956,042.00	196,724.87	759,317.13	79.42
CENTRAL FLEET MANAGEMENT	3,164,824.00	785,058.83	2,379,765.17	75.19
INFORMATION SYSTEMS	1,490,151.00	650,375.58	839,775.42	56.36
MAYOR	230,525.00	55,413.65	175,111.35	75.96
OFFICE OF YOUTH SERVICES	595,714.00	116,783.42	478,930.58	80.40
HUMAN RESOURCES	779,910.00	220,087.83	559,822.17	71.78
PLANNING & COMMUNITY DEVELOPMENT	1,980,662.00	430,464.09	1,550,197.91	78.27
FACILITIES DIVISION	6,526,441.00	4,906,800.39	1,619,640.61	24.82
TAX COLLECTOR	494,283.00	94,566.89	399,716.11	80.87
FIRE	19,624,585.00	4,584,914.56	15,039,670.44	76.64
POLICE	22,001,760.00	5,024,769.97	16,976,990.03	77.16
HEALTH	2,813,322.00	510,532.17	2,302,789.83	81.85
HIGHWAY	16,780,145.00	8,142,056.03	8,638,088.97	51.48
WELFARE	1,028,240.00	224,952.07	803,287.93	78.12
PARKS & RECREATION	3,132,812.00	930,601.07	2,202,210.93	70.30
LIBRARY	2,004,662.00	479,400.00	1,525,262.00	76.09
SENIOR SERVICES	241,639.00	26,197.73	215,441.27	89.16
TOTAL AGENCIES	87,038,074.00	28,070,116.73	58,967,957.27	67.75
RESTRICTED ITEMS-				
SEVERANCE PAY	1,650,000.00	168,676.90	1,481,323.10	89.78
WORKERS COMPENSATION - SALARY	684,000.00	75,143.50	608,856.50	89.01
WORKERS COMPENSATION - MEDICAL	1,900,000.00	545,933.38	1,354,066.62	71.27
HEALTH INSURANCE	12,250,000.00	2,718,793.03	9,531,206.97	77.81
DENTAL INSURANCE	706,004.00	152,721.77	553,282.23	78.37
DEATH BENEFIT	72,101.00	11,699.41	60,401.59	83.77
DISABILITY INSURANCE	61,321.00	11,163.51	50,157.49	81.79
CITY RETIREMENT	6,600,000.00	1,666,825.77	4,933,174.23	74.75
FIRE STATE PENSION	5,074,398.00	1,222,999.78	3,851,398.22	75.90
POLICE STATE PENSION	4,614,192.00	1,092,800.45	3,521,391.55	76.32
FICA	2,920,109.00	642,072.87	2,278,036.13	78.01
UNEMPLOYMENT	50,000.00	2,298.38	47,701.62	95.40
TUITION	50,000.00	18,386.09	31,613.91	63.23
CGL INSURANCE	647,131.00	290,157.17	356,973.83	55.16
TOTAL RESTRICTED ITEMS	37,279,256.00	8,619,672.01	28,659,583.99	76.88

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10F2

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2. 1

City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Three Months Ended September 30, 2015  
 (UNAUDITED)  
 Budget Basis  
 QT1BUDNBN2

	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
MPTS	451,253.00	451,253.00	-	-
CONTINGENCY	241,678.00	-	241,678.00	100.00
CIVIC CONTRIBUTIONS	160,514.00	146,261.00	14,253.00	8.88
NON-CITY PROGRAMS	69,107.00	69,214.32	(107.32)	(.16)
STREET LIGHTING	910,835.00	242,479.99	668,355.01	73.38
COMMUNITY IMPROVEMENT PROGRAM	474,500.00	374,500.00	100,000.00	21.07
TRANSIT SUBSIDY	1,153,560.00	1,153,560.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	9,950.80	30,049.20	75.12
MATURING DEBT	11,626,329.00	3,157,904.60	8,468,424.40	72.84
INTEREST ON MATURING DEBT	5,675,319.00	1,210,455.33	4,464,863.67	78.67
	-----	-----	-----	-----
TOTAL NON-DEPARTMENTAL ITEMS	20,803,095.00	6,815,579.04	13,987,515.96	67.24
	-----	-----	-----	-----
TOTAL GENERAL FUND	\$ 145,120,425.00	\$ 43,505,367.78	\$ 101,615,057.22	70.02
	=====	=====	=====	=====

## Non-Property Tax Revenues

For The Three Months Ended September 30, 2016

(UNAUDITED)

Budget Basis

QT1REVAGEN

	FY 2017 MODIFIED BUDGET	FY 2017 REVENUE RECOGNIZED	FY 2017 UNRECOGNIZED BALANCE	FY 2017 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	755,000.00	3,486.42	751,513.58	99.54
CITY CLERK	2,546,687.00	66,437.30	2,480,249.70	97.39
MEDO	10,000.00	-	10,000.00	100.00
CITY SOLICITOR	627,500.00	-	627,500.00	100.00
FINANCE	6,300,282.00	469,605.89	5,830,676.11	92.55
INFORMATION SYSTEMS	217,000.00	10,000.00	207,000.00	95.39
HUMAN RESOURCES	6,000.00	6,353.37	(353.37)	(5.89)
PLANNING & COMMUNITY DEVELOPMENT	2,350,000.00	802,768.28	1,547,231.72	65.84
FACILITIES DIVISION	5,969,189.00	1,090,824.48	4,878,364.52	81.73
TAX COLLECTOR	19,036,795.00	4,941,983.92	14,094,811.08	74.04
CENTRAL FLEET MANAGEMENT	130,000.00	11,586.73	118,413.27	91.09
FIRE	838,363.00	100,633.65	737,729.35	88.00
POLICE	1,200,344.00	129,465.24	1,070,878.76	89.21
HEALTH	2,478,613.00	43,689.00	2,434,924.00	98.24
HIGHWAY	4,928,404.00	1,258,151.13	3,670,252.87	74.47
WELFARE	15,000.00	6,233.39	8,766.61	58.44
CEMETERY, PARKS & RECREATION	3,052,310.00	533,334.11	2,518,975.89	82.53
SENIOR SERVICES	8,500.00	1,710.00	6,790.00	79.88
TOTAL AGENCIES	\$ 50,469,987.00	\$ 9,476,262.91	\$ 40,993,724.09	81.22

## Non-Property Tax Revenues

1. 1

For The Three Months Ended September 30, 2016

(UNAUDITED)

Budget Basis

QT1REVNPRP

	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	20,000.00	10,661.34	9,338.66	46.69
INTEREST AND PENALTIES	1,140,000.00	190,800.18	949,199.82	83.26
CABLE FRANCHISE FEES	1,915,842.00	-	1,915,842.00	100.00
-----				
TOTAL TAXES, INTEREST AND PENALTIES	3,075,842.00	201,461.52	2,874,380.48	93.45
LICENSES AND PERMITS				
AUTO REGISTRATIONS	18,061,086.00	4,797,256.74	13,263,829.26	73.44
LICENSES	500,050.00	37,116.45	462,933.55	92.58
PERMITS	2,253,787.00	742,021.21	1,511,765.79	67.08
-----				
TOTAL LICENSES AND PERMITS	20,814,923.00	5,576,394.40	15,238,528.60	73.21
INTERGOVERNMENTAL				
FEDERAL REVENUES	350,000.00	115,763.82	234,236.18	66.92
PAYMENTS IN LIEU OF TAXES	717,300.00	-	717,300.00	100.00
STATE REVENUES	2,555,459.00	622,088.16	1,933,370.84	75.66
-----				
TOTAL INTERGOVERNMENTAL	3,622,759.00	737,851.98	2,884,907.02	79.63
SALES AND SERVICES				
GENERAL REVENUES	159,725.00	34,406.61	125,318.39	78.46
PUBLIC SAFETY	172,450.00	32,343.69	140,106.31	81.24
HIGHWAY	943,258.00	176,146.46	767,111.54	81.33
HEALTH	13,500.00	2,865.00	10,635.00	78.78
CEMETERY, PARKS & RECREATION	1,871,302.00	381,068.69	1,490,233.31	79.64
ZONING BOARD	72,500.00	18,185.00	54,315.00	74.92
PARKING VIOLATIONS	7,500.00	200.00	7,300.00	97.33
COURT FINES	12,000.00	2,689.52	9,310.48	77.59
FEES	1,152,117.00	197,805.04	954,311.96	82.83
WITNESS FEES	75,000.00	22,349.49	52,650.51	70.20
-----				
TOTAL SALES AND SERVICES	4,479,352.00	868,059.50	3,611,292.50	80.62
OTHER REVENUE SOURCES				
INTEREST INCOME	305,000.00	40,504.23	264,495.77	86.72
FUND TRANSFERS	4,033,100.00	-	4,033,100.00	100.00
REIMBURSEMENTS	3,535,783.00	785,826.60	2,749,956.40	77.78
RENTALS & LEASES	1,115,760.00	81,422.10	1,034,337.90	92.70
SCHOOL CHARGEBACKS	9,484,818.00	1,184,159.02	8,300,658.98	87.52
MISCELLANEOUS	2,650.00	583.56	2,066.44	77.98
-----				
TOTAL OTHER REVENUE SOURCES	18,477,111.00	2,092,495.51	16,384,615.49	88.68
-----				
TOTAL	\$ 50,469,987.00	\$ 9,476,262.91	\$ 40,993,724.09	81.22
=====				

Budget vs Actual Revenue By Type -  
Non-Property Tax Revenues  
For The Year Ended June 30, 2016 And  
Modified Budget FY 2017  
(UNAUDITED)  
Budget Basis  
QT1REVCOM1

2:00 P  
1. 1

	ACTUAL FY 2016	MODIFIED BUDGET FY 17	DIFFERENCE ACTUAL 16 VS BUDGET 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	87,687	20,000	(67,687)	(77.19)
INTEREST AND PENALTIES	1,179,845	1,140,000	(39,845)	(3.38)
CABLE FRANCHISE FEES	1,870,203	1,915,842	45,639	2.44
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	3,137,735	3,075,842	(61,893)	(1.97)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	19,731,177	18,061,086	(1,670,091)	(8.46)
LICENSES	561,044	500,050	(60,994)	(10.87)
PERMITS	3,056,908	2,253,787	(803,121)	(26.27)
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	23,349,129	20,814,923	(2,534,206)	(10.85)
INTERGOVERNMENTAL				
FEDERAL REVENUES	451,620	350,000	(101,620)	(22.50)
PAYMENTS IN LIEU OF TAXES	713,674	717,300	3,626	.51
STATE REVENUES	2,605,366	2,555,459	(49,907)	(1.92)
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	3,770,660	3,622,759	(147,901)	(3.92)
SALES AND SERVICES				
GENERAL REVENUES	226,432	159,725	(66,707)	(29.46)
PUBLIC SAFETY	167,527	172,450	4,923	2.94
HIGHWAY	1,150,435	943,258	(207,177)	(18.01)
HEALTH	7,070	13,500	6,430	90.95
CEMETERY, PARKS & RECREATION	186,086	1,871,302	1,685,216	905.61
ZONING BOARD	74,415	72,500	(1,915)	(2.57)
PARKING VIOLATIONS	2,350	7,500	5,150	219.15
COURT FINES	14,197	12,000	(2,197)	(15.48)
OTHER FINES	3,452	-	(3,452)	(100.00)
FEES	1,255,290	1,152,117	(103,173)	(8.22)
WITNESS FEES	76,174	75,000	(1,174)	(1.54)
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	3,163,428	4,479,352	1,315,924	41.60
OTHER REVENUE SOURCES				
INTEREST INCOME	225,040	305,000	79,960	35.53
FUND TRANSFERS	3,923,089	4,033,100	110,011	2.80
REIMBURSEMENTS	3,547,754	3,535,783	(11,971)	(.34)
RENTALS & LEASES	983,713	1,115,760	132,047	13.42
SCHOOL CHARGEBACKS	9,379,584	9,484,818	105,234	1.12
MISCELLANEOUS	5,075	2,650	(2,425)	(47.78)
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	18,064,255	18,477,111	412,856	2.29
	-----	-----	-----	-----
TOTAL	\$ 51,485,207	\$ 50,469,987	\$ (1,015,220)	(1.97)
	=====	=====	=====	=====

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1. 1

Budget vs Actual Revenue By Type -  
Non-Property Tax Revenues  
For The Three Months Ended September 30, 2016 and 2015  
(UNAUDITED)  
Budget Basis  
QT1REVCOM2

	3 MONTH ACTUAL FY 2016	3 MONTH ACTUAL FY 2017	DIFFERENCE ACTUAL 16 VS ACTUAL 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	17,559	10,661	(6,897)	(39.28)
INTEREST AND PENALTIES	274,774	190,800	(83,973)	(30.56)
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	292,333	201,461	(90,871)	(31.08)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	4,529,001	4,797,256	268,255	5.92
LICENSES	60,842	37,116	(23,725)	(39.00)
PERMITS	788,832	742,021	(46,810)	(5.93)
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	5,378,675	5,576,394	197,719	3.68
INTERGOVERNMENTAL				
FEDERAL REVENUES	92,282	115,763	23,481	25.45
STATE REVENUES	583,291	622,088	38,797	6.65
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	675,573	737,851	62,278	9.22
SALES AND SERVICES				
GENERAL REVENUES	75,711	34,406	(41,304)	(54.56)
PUBLIC SAFETY	43,126	32,343	(10,782)	(25.00)
HIGHWAY	258,451	176,146	(82,304)	(31.85)
HEALTH	1,820	2,865	1,045	57.42
CEMETERY, PARKS & RECREATION	61,106	381,068	319,962	523.62
ZONING BOARD	28,760	18,185	(10,575)	(36.77)
PARKING VIOLATIONS	400	200	(200)	(50.00)
COURT FINES	4,439	2,689	(1,749)	(39.41)
FEES	184,834	197,805	12,971	7.02
WITNESS FEES	15,849	22,349	6,500	41.02
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	674,496	868,059	193,563	28.70
OTHER REVENUE SOURCES				
INTEREST INCOME	48,252	40,504	(7,747)	(16.06)
FUND TRANSFERS	100	-	(100)	(100.00)
REIMBURSEMENTS	887,889	785,826	(102,062)	(11.49)
RENTALS & LEASES	68,450	81,422	12,972	18.95
SCHOOL CHARGEBACKS	1,604,526	1,184,159	(420,366)	(26.20)
MISCELLANEOUS	1,004	583	(420)	(41.88)
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	2,610,221	2,092,495	(517,725)	(19.83)
	-----	-----	-----	-----
TOTAL	\$ 9,631,298	\$ 9,476,262	\$ (155,035)	(1.61)
	=====	=====	=====	=====

City of Manchester, New Hampshire  
Parking Division  
Budgetary basis  
For the three months ended September 30, 2016

(unaudited)

Object Code Description	2017 Revised Budget	July- September 2016 Activity	2017 Balance
Intergovernmental Total	-	-	-
Charges for Services Total	1,786,150	369,729	1,416,421
Licenses & Permits Total	3,192,000	769,109	2,422,891
Interest Total	3,500	72	3,428
Other Revenue Total	985,053	198,569	786,484
Grand Total	5,966,703	1,337,479	4,629,224
Salaries & Wages Total	657,729	129,844	527,885
Employee Benefits Total	331,737	78,306	253,431
Purchased Professional Services Total	14,400	3,532	10,869
Purchased Property Services Total	661,294	120,779	540,515
Other Purchased Services Total	46,850	16,830	30,020
Supplies & Materials Total	122,159	11,767	110,392
Capital Outlay Total	-	-	-
Miscellaneous Total	200,000	51,630	148,370
Non-Departmental Total	409,534	-	409,534
Miscellaneous-Reimburse City Total	3,523,000	-	3,523,000
Grand Total	5,966,703	412,688	5,554,015
Excess (deficit) of revenues over expenditures	-	924,791	(924,791)





# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management  
Building Regulations  
Community Improvement Program  
Zoning Board of Adjustment


Leon L. LaFreniere, AICP  
Director

Pamela H. Goucher, AICP  
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.  
Deputy Director - Building Regulations

### MEMORANDUM

To: Alderman Joseph Kelly Levasseur,  
Chairman, Committee on Accounts

From: Leon L. LaFreniere, AICP   
Director, Planning and Community Development

Date: October 7, 2016

Re: CIP #612016 – Amber's Place Operating Support – Information Request

---

At the request of the Board of Mayor and Alderman, planning staff has assembled documentation regarding the Amber's Place Operating Support project.

Upon approval of this project by the BMA on June 7<sup>th</sup>, 2016, planning staff was directed to draft an Agreement for Services and submit it to the Special Committee on Alcohol, Other Drugs & Youth Services for approval. The Agreement was reviewed by the Committee and approved by the BMA on June 28<sup>th</sup>, 2016. In accordance with the Agreement, \$100,000 of City funding would be used to pay the salaries of staff operating Amber's place during the months of June, July and August. Documentation of payroll, benefits, taxes etcetera was provided as a part of this process.

Invoices totaling \$53,147 (July) and \$39,860 (August) were processed and submitted to Special Committee on Alcohol, Other Drugs & Youth Services for their review as well as beneficiary reports documenting services provided to 127 individuals. The remaining balance for this project is \$6,993.

Documentation in your package includes; Agreement for Services, Invoices and Beneficiary Reports for June and July, correspondence from the Granite United Way detailing the scope of services and the operating budget, minutes from the 6/7/2016 and 6/28/2016 BMA meetings as well as applicable e-mail correspondence from CIP Staff.

CITY OF MANCHESTER  
COMMUNITY IMPROVEMENT PROGRAM  
AGREEMENT FOR SERVICES  
CASH PROJECT

GRANITE UNITED WAY  
612016 – AMBER'S PLACE OPERATING SUPPORT

THIS AGREEMENT, entered and effective this 5<sup>th</sup> day of July, 2016 by and between the City of Manchester, New Hampshire (herein called the "City") and Granite United Way, (herein called the "Operating Agency").

WITNESSETH THAT:

WHEREAS, the City has approved the fiscal year 2016 Community Improvement Program;

WHEREAS, pursuant to said Program, the City is addressing certain adopted objectives;

WHEREAS, the City desires to engage the Operating Agency to render certain services toward achievement of such objectives;

NOW, THEREFORE, the City and the Operating Agency hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** Carry out all services specified in the Proposal Amber's Place Operating Support, as described in more detail in the Scope of Services, which is attached hereto and hereby incorporated by reference. (See Attachment A).

2. **TIME OF PERFORMANCE.** The Operating Agency's performance of this Agreement shall commence on the effective date of the Agreement, and shall continue through and include the 31<sup>st</sup> day of December, 2016 unless continued by agreement of the parties in written amendment executed prior to or after said termination date.

3. **OPERATING PROCEDURES.** The Operating Agency agrees to comply in all respects with all of the duties, responsibilities, and requirements imposed by this Agreement, and further agrees not to discriminate against any employee, applicant for employment, contractor or, vendor or prospective vendor, beneficiary or applicant for benefits under the Program because of political affiliation.

4. **PAYMENTS.**

a) Reimbursement Submissions: The City shall pay to the Operating Agency on account of full and satisfactory performance of services in accordance with this Agreement the amounts set forth in Attachment B, METHOD OF PAYMENTS. Invoices shall be submitted no later than the 25<sup>th</sup> of the month and dated no later than the 25<sup>th</sup> of the month for which payment is desired. Payments will be made on the 15<sup>th</sup> of the following month provided appropriate documentation of expenses are provided in



accordance with subpart (b) following and provided the Operating Agency is in compliance with the reporting requirements as noted in Attachment C. Invoices can be paid on a weekly basis and must be submitted with the appropriate documentation no later than the Friday prior to the week of desired payment. Weekly payments will be made on the following Thursday.

b) Documentation of Costs. All costs shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible. It is expressly understood and agreed that in no event will the total amount paid by the City to the Operating Agency under this Agreement exceed \$ 100,000.00.

5. TERMINATION OF AGREEMENT.

A. Termination of Agreement for Cause. If, through any cause, the Operating Agency shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the operating Agency shall violate any of the covenants, agreements or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Operating Agency of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In such event, all records, assets, property and the Operating Agency shall be entitled to receive just and equitable compensation for any work satisfactorily completed to the date of termination. Notwithstanding the above, the Operating Agency shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Agreement by the Operating Agency and City may withhold any payments to the Operating Agency for the purpose of set-off until such time as the exact amount of damages to the City from the Operating Agency is determined.

B. Termination for Convenience of City. The City may terminate this Agreement at any time by giving at least thirty (30) days notice in writing to the Operating Agency. If the Agreement is terminated by the City as provided herein, the Operating Agency shall be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Operating Agency covered by this Agreement, less payments of compensation previously made. In the event that the City elects to terminate the contractual relationship with the Operating Agency, but rather because it is no longer feasible for the City to continue the Agreement by reason of the terms of the Agreement, the City may terminate with a request to renegotiate. In this event, it is expected that the parties will renegotiate in good faith in an effort to reach a new Agreement so that the purposes of the program may be carried out.

6. SUBAGREEMENTS. The Operating Agency may not subcontract any of the services required under this Agreement without the prior written approval of the City, provided that the procurement of normal commercial supplies and services under procedures approved by the City under applicable rules and regulations shall not be considered as subcontracting. All such approved

subcontracts shall be in the same form as the Agreement and subject to the same terms, conditions, and covenants contained herein.

7. **ESTABLISHMENT AND MAINTENANCE OF RECORDS.** Records shall be maintained in accordance with requirements prescribed by the City with respect to all matters covered by this Agreement. Records shall be maintained for a period of three (3) years after receipt of the final payment under this Agreement.

8. **REPORTS AND INFORMATION.** The Operating Agency shall submit on a timely basis such reports on expenditures, performance of services, and beneficiaries of said services in the form and manner as required in Attachment C set forth herein, together with such other reports as may be from time to time required by the City.

9. **AUDITS AND INSPECTIONS.** At any time during normal business hours and as often as the City may deem necessary, there shall be made available for examination by the Operating Agency, all of its records with respect to all matters covered by this Agreement. The Operating Agency will permit the City to examine and make excerpts or transcripts from such records, and to make audits of all agreements, invoices, materials, employment and other data relating to all matters covered by this Agreement.

10. **INDEMNIFICATION AND INSURANCE REQUIREMENTS** In consideration of the utilization of City Cash Funds and other valuable consideration, the receipt of which is hereby acknowledged, the Operating Agency agrees that all persons furnished by Operating Agency shall be considered the Operating Agency's employees or agents and that Operating Agency shall be responsible for payment of all unemployment, social security and other payroll taxes including contributions from them when required by law.

OPERATING AGENCY hereby agrees to protect, defend, indemnify, and hold the City of Manchester and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by the City arising in favor of any party including claims, liens, debts, personal injuries including injuries sustained by employees of the City, death or damages to property (including property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of this Operating Agency's action which are related to this Agreement. Operating Agency agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, or suits at the sole expense of the Operating Agency. Operating Agency also agrees to bear all other costs and expenses related thereto, even if the claim or



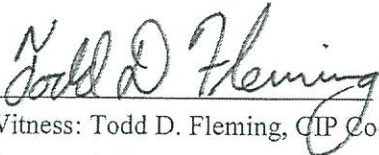
claims alleged are groundless, false or fraudulent. This provision is not intended to create any cause of action in favor of any third party against Operating Agency or the City or to enlarge in any way the Operating Agency's liability but is intended solely to provide for indemnification of the City from liability for damages or injuries to third persons or property arising from Operating Agency's performance hereunder.

11. **GRANTOR RECOGNITION.** The Operating Agency shall recognize the role of the City of Manchester Planning and Community Department's Community Improvement Program (Grantor) in the provision of services, goods and or activities through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Operating Agency will include a reference to the support provided herein in all publications, public advertisements or media announcements regarding the project made possible with the funds available under this Agreement. The Operating Agency also agrees to display in a visible and conspicuous location decals and or banners provided by the City which reference support by the City of the Program made possible through this Agreement.

IN WITNESS WHEREOF, the City and the Operating Agency have respectively caused this Agreement to be duly executed in duplicate as of the day and year first above written.

CITY OF MANCHESTER

ATTEST:

  
Witness: Todd D. Fleming, CIP Coordinator

Community Improvement Program

BY:

  
Leon LaFreniere, Director  
Planning and Community Development

GRANITE UNITED WAY

ATTEST:

  
Witness:

BY:

  
Patrick Tufts, Executive Director

- ATTACHMENT A-  
SCOPE OF SERVICES  
PRO FORMA

The Operating Agency shall perform all activities required to carry out the following program:

- a. General Description: Funds to provide operating support to Amber's Place. Amber's Place located at 140 Central Street is an on-site 16 bed emergency respite facility where guests transition to the next stage in their recovery. It is a peer run program for those needing treatment for opiate addiction, as well as those at high risk for drug overdose or survivors of overdose to stay for a short term stay while awaiting the next treatment option.

- b. Specific Services/Activities & Objectives/Units of Service:

The Operating Agency shall perform the following services and activities at the levels indicated:

- Amber's Place (Hope for NH Recovery) staff will answer all *Safe Station* calls for help in Manchester 24/7.
- Provide substance free accommodations (16 beds), food and peer support to individuals recovering from opiate addiction.
- Provide clients a direct connection to clinical assessment and follow up with either treatment or recovery housing.
- Provide support to clients seen in emergency departments that are medically cleared or engaged in the *Safe Station Program*.
- Refer clients to clinical resources such as medication assisted treatment programs, social detox programs, faith based recovery programs and other recovery housing options.

- c. Beneficiaries:

In providing such services and activities at the levels set forth hereinbefore, the Operating Agency represents the following beneficiaries of the program:

Service/Objective 1: Operate 16 bed emergency respite facility to accommodate 242 individuals (three month Period) recovering from opiate addiction

Service/Objective 2: Perform related support services to a minimum of 242 individuals (three month Period) recovering from opiate addiction.

Service/Objective 3: Provide client referrals to a minimum of 242 individuals (three month Period).

- d. Performance Targets:

The Operating Agency shall endeavor to carry out its responsibilities under this Agreement in such a manner so as to achieve the cost and performance targets as set forth on CIP Budget Authorization Form attached hereto.

- ATTACHMENT B-

METHODS OF PAYMENT  
PRO FORMA

Payments and Costs

The City shall pay the Subrecipient the actual costs of providing the services set forth in Attachment A in an amount not to exceed \$ 100,000.00.

Method of Payments

Payments to the Operating Agency shall be made on a lump sum basis, commencing June 28, 2016 and shall be based upon actual costs incurred by the Operating Agency in providing the services under this Agreement during the preceding month. Exceptions to the monthly payment schedule will be made when weekly payments to the Operating Agency are necessary. In such cases, payments shall be processed Friday of the week prior to payment. The payment would then be sent out the following Thursday. Requisitions for payment shall be accompanied by such documentation of incurred capital costs as may be from time to time required by the City, together with evidence of satisfaction of the Reporting Requirements as set forth in Attachment C.

Estimated Cash Requirements

The monthly payments to the Subrecipient by the City are estimated as follows:

July 15, 2016	\$53,147
August 15, 2016	\$39,860
September 15, 2016	\$6,993

**TOTAL \$100,000**



- ATTACHMENT C -  
REPORTING REQUIREMENTS

The Operating Agency shall provide reports to the City in the manner set forth hereinafter:

Narrative progress report monthly commencing on June 2016 with detail project progress and citing any changes or occurrences which significantly or substantially impact the project. The Operating Agency shall include the responses to the following questions in the monthly narratives:

1. The number of clients served?
2. Age Range of Clients being served (21-25, 26-30, 31-35, 41-45, 46-50, 50+)?
3. Residency of the clients within the last 3 years?
4. The number of clients served needing a bed?
5. Average number of nights per stay for clients needing a bed?
6. The number of nights that the facility was at full capacity for overnight stays?
7. Describe the services that were provided?
8. Identify connections that were made with clinical resources such as medication assisted treatment, medical detox, inpatient/outpatient residential treatment programs, social detox programs, faith based recovery programs, other recovery housing options, etc.
9. Number of clients referred to other agencies?
10. Number of veterans served?
11. Other relevant quantitate data analysis that would assist in evaluating program performance.

CIP Beneficiaries Report monthly commencing on June 2016



Granite United Way

www.graniteuw.org

# LIVE UNITED™

**Project Name:** Amber's Place Operating Support

**Project Number:** 612016

July 14<sup>th</sup>, 2016

City of Manchester

Community Improvement Program

Attention: Todd Fleming, CIP Coordinator

One City Hall Plaza

Manchester, NH 03101

Date 8-15-2016

Vendor Code \_\_\_\_\_

Invoice Total \$ 53,147

Fund/Org. 20.FGC10968

Project # 612016

PO # \_\_\_\_\_

Approved \_\_\_\_\_

**Invoice Number: 1**

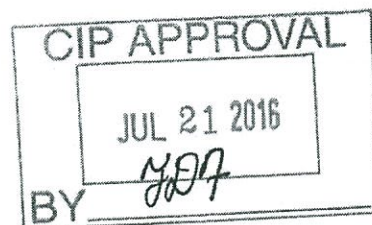
Services Rendered: Amber's Place operation including substance free accommodations, clinical connections and client supports. *Further detailed in program reporting narrative.*

For the Period: June 2016

Dear Todd,

Please accept this invoice for the month of June 2016 in the amount of \$53,147 for payment to Granite United Way for Amber's Place Operation.

<b>Program Budget:</b>	<b>\$100,000</b>
<b>Amount Earned to Date:</b>	<b>\$0,000</b>
<b>Amount Previously Invoiced:</b>	<b>\$0,000</b>
<b>Amount Received:</b>	<b>\$0,000</b>
<b>Amount Requested:</b>	<b>\$53,147</b>
<b>Amount Remaining:</b>	<b>\$46,853</b>



*Candy Read, CFO*

Merrimack County  
46 South Main Street  
Concord, NH 03301  
603.224.2595

Southern Region  
22 Concord Street  
Manchester, NH 03101  
603.625.6939

North Country  
P.O. Box 311  
Littleton, NH 03561  
603.444.1555

Northern Region  
P.O. Box 614  
Berlin, NH 03570  
603.752.3343

Upper Valley  
21 Technology Drive  
West Lebanon, NH 03784  
603.298.8499

Central Region  
258 Highland Street  
Plymouth, NH 03264  
603.536.3720

## **SUMMARY OF BENEFICIARIES REPORT #612016 Amber's Place**

### **EXECUTIVE SUMMARY**

During the period of June 2016 59 clients received substance free accommodations alongside food and peer supports.

All 59 clients also received Hope for NH Recovery Counseling which includes work with a Peer Recovery Coach, who identify personal environmental barriers to getting well and build the clients "recovery capital."

### **PROGRAMMATIC SUMMARY**

NUMBER OF CLIENTS SERVED NEEDING A BED 59
AVERAGE NUMBER OF NIGHTS PER STAY FOR CLIENTS NEEDING A BED 3.6
NUMBER OF NIGHTS THE FACILITY WAS AT FULL CAPACITY FOR OVERNIGHT STAYS 1
NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES 27

Of the 59 clients receiving care at Amber's Place 18 were discharged to an Inpatient Residential Treatment Program, 6\* were discharged to an Outpatient Residential Treatment Program, 3 were discharged to Other Recovery Housing Options, 2 were discharged to Medical detox, and 1\*\* was discharged to Medicated Assisted Treatment.

\*Client referred after discharged and not accounted in NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES figure

\*\*Client referred after discharged and not account in NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES figure



## DEMOGRAPHIC SUMMARY

MALE 38 FEMALE 21

FEMALE HEAD OF HOUSEHOLD

	#TOTAL		#HISPANIC
WHITE	55	and	
BLACK /AFRICAN AMERICAN	1	and	
ASIAN		and	
AMERICAN INDIAN / ALASKAN NATIVE	1	and	
NATIVE HAWAIIAN / OTHER PACIFIC ISLANDER		and	
AMERICAN INDIAN/ ALASKAN NATIVE & WHITE		and	
ASIAN AND WHITE		and	
BLACK/AFRICAN AMERICAN & WHITE	1	and	
AM. INDIAN / ALASKAN NAT. & BLACK / AFRICAN AM.		and	
OTHER MULTI-RACIAL	1	and	

AGE RANGE 18-20_3_	21-25_18_	26-30_19_	31-35_9_	36-40_5_	41-45_4_
46-50_1_	50+_0_				

ELDERLY (≥62 Y.O.)	0	EXTREMELY LOW INCOME	59
DISABLED	0	VERY LOW INCOME	
SMALL FAMILY (1-5)	na	LOW/MODERATE INCOME	
LARGE FAMILY (≥6)	na	> 80% MEDIAN INCOME	
VETERANS	0		

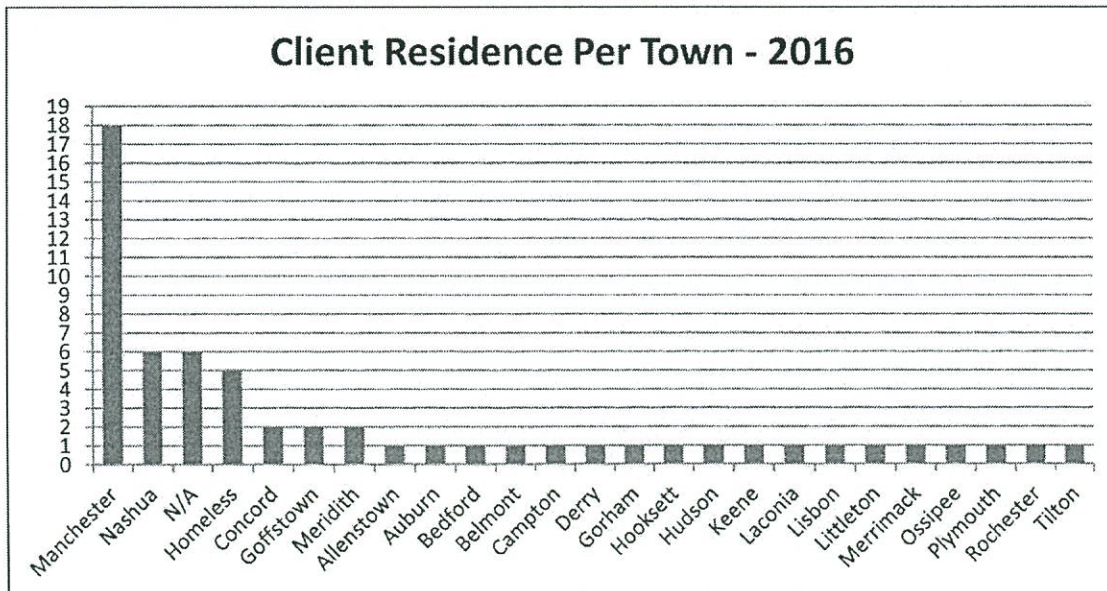


Figure 1: Data for towns was only available for the current year. Working on collection to track prior years.

**Project Name:** Amber's Place Operating Support  
**Project Number:** 612016

August 8<sup>th</sup>, 2016

City of Manchester  
Community Improvement Program  
Attention: Todd Fleming, CIP Coordinator  
One City Hall Plaza  
Manchester, NH 03101

Date 8-11-2016  
Vendor Code \_\_\_\_\_  
Invoice Total \$39,860  
Fund/Org. 20FGC10968  
Project # 612016  
PO # \_\_\_\_\_  
Approved \_\_\_\_\_

**Invoice Number: 2**

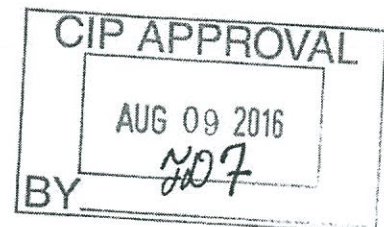
Services Rendered: Amber's Place operation including substance free accommodations, clinical connections and client supports. *Further detailed in program reporting narrative.*

For the Period: July 2016

Dear Todd,

Please accept this invoice for the month of July 2016 in the amount of \$39,860 for payment to Granite United Way for Amber's Place Operation.

<b>Program Budget:</b>	<b>\$100,000</b>
<b>Amount Earned to Date:</b>	<b>\$93,007</b>
<b>Amount Previously Invoiced:</b>	<b>\$53,147</b>
<b>Amount Received:</b>	<b>\$0,000</b>
<b>Amount Requested:</b>	<b>\$39,860</b>
<b>Amount Remaining:</b>	<b>\$6,993</b>



A large, stylized handwritten signature, likely of Patricia Luth, written in dark ink.

## **SUMMARY OF BENEFICIARIES REPORT #612016 Amber's Place**

### **EXECUTIVE SUMMARY**

During the period of July 2016 68 clients received substance free accommodations alongside food and peer supports.

All 68 clients also received Hope for NH Recovery Counseling which includes work with a Peer Recovery Coach, who identify personal environmental barriers to getting well and build the clients' "recovery capital."

### **PROGRAMMATIC SUMMARY**

NUMBER OF CLIENTS SERVED NEEDING A BED	68
AVERAGE NUMBER OF NIGHTS PER STAY FOR CLIENTS NEEDING A BED	3.7
NUMBER OF NIGHTS THE FACILITY WAS AT FULL CAPACITY FOR OVERNIGHT STAYS	0
NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES	33 Placed in treatment

Of the 68 clients receiving care at Amber's Place 24\* were discharged to an Inpatient Residential Treatment Program, 6\*\* were discharged to an Other Recovery Housing Options, 3 were discharged to Medical Detox, 2 were discharged to Outpatient Residential Treatment 1 was discharged to Faith Based Recovery Programs.

\*Client referred after discharged and not accounted in NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES figure

\*\*Client referred after discharged and not account in NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES figure



## DEMOGRAPHIC SUMMARY

MALE 38 FEMALE 21

FEMALE HEAD OF HOUSEHOLD

	#TOTAL	#HISPANIC
WHITE	64	and
BLACK /AFRICAN AMERICAN	1	and
ASIAN		and
AMERICAN INDIAN / ALASKAN NATIVE	1	and
NATIVE HAWAIIAN / OTHER PACIFIC ISLANDER		and
AMERICAN INDIAN/ ALASKAN NATIVE & WHITE		and
ASIAN AND WHITE		and
BLACK/AFRICAN AMERICAN & WHITE	1	and
AM. INDIAN / ALASKAN NAT. & BLACK / AFRICAN AM.		and
OTHER MULTI-RACIAL	1	and

AGE RANGE 18-20_8_	21-25_16_	26-30_17_	31-35_15_	36-40_3_	41-45_5_
46-50_2_	50+_2_				

ELDERLY (≥62 Y.O.)	0	EXTREMELY LOW INCOME	68
DISABLED	0	VERY LOW INCOME	
SMALL FAMILY (1-5)	na	LOW/MODERATE INCOME	
LARGE FAMILY (≥6)	na	> 80% MEDIAN INCOME	
VETERANS	0		

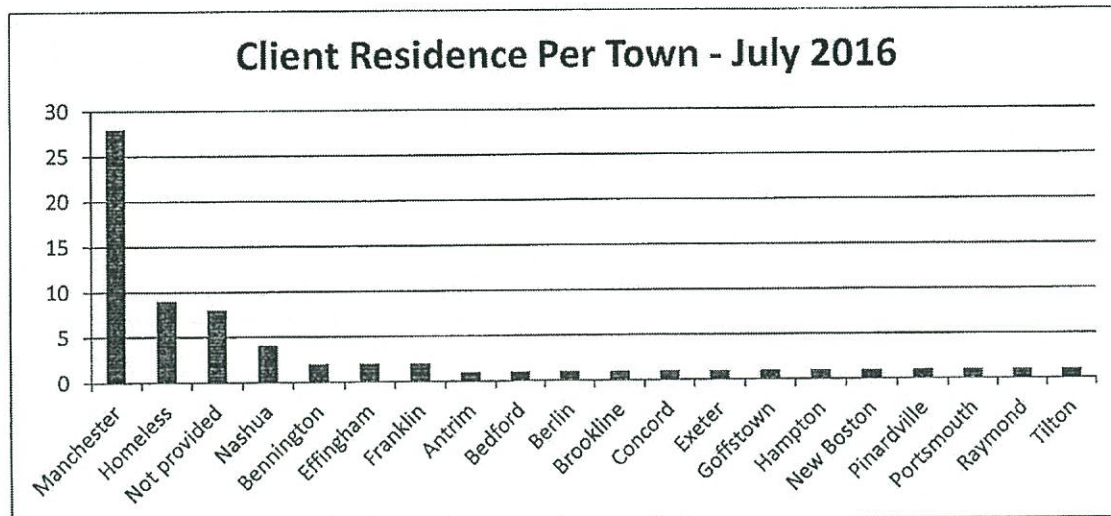


Figure 1: Data for towns was only available for the current year. Working on collection to track prior years.

**Granite United Way**

22 Concord Street  
Floor 2  
Manchester, NH 03101



## Memo

**TO:** Todd D. Fleming, CIP Coordinator  
**FROM:** Patrick Tufts, President and CEO  
**Cc:** Mayor Gatsas  
**DATE:** 6-15-2016  
**SUBJECT:** Amber's Place

Granite United Way in its role as a convener and fiscal agent for Manchester's very successful *Safe Station* initiative is pleased to share the following information. Granite United Way will be the agency responsible for submitting payment requests, beneficiary reporting, record retention and overall project administration for the City of Manchester's \$100,000 contribution towards funding Amber's Place operating budget. Effective dates are June 20, 2016 until the City funds are exhausted (estimated to be no later than August 20, 2016).

Multiple agencies are working together to make this important initiative successful.

- Amber's Place
- A.M.R
- HOPE for NH Recovery
- Serenity Place
- The Manchester Fire Department
- The Manchester Health Department
- Catholic Medical Center
- Granite United Way
- 2-1-1 NH
- Keystone
- James Vera representing the State of NH
- Alderman Patrick Long

**12 Month Cost to Provide Safe Station & Ambers Place**

First Month	Months 2-6	Months 7-12	Total Cost
\$53,147.11	\$199,301.55	\$64,917.00	\$317,365.66



This budget assumes that within six months Ambers Place will be in a position to bill for services, either as part of HOPE for NH Recovery or another agency.

#### **Amber's Place Scope of Services –**

Ambers Place is an on site 16 - continually available- bed Emergency Respite facility where guests transition to the next stage in their recovery. Located at 140 Central St in Manchester NH it is a peer run program for those needing treatment for opiate addiction, as well as those at high risk for drug overdose or survivors of overdose to stay for a short term stay while awaiting the next treatment option.

#### **Scope of Services-**

- Ambers Place (Hope for NH Recovery) staff answer all *Safe Station* calls for help in Manchester 24 / 7.
- A free 16 Bed warm, substance free, and welcoming space, food and bedding and peer support.
- Direct connection to clinical assessment and follow up with either treatment or recovery housing.
- Resource for those seen in emergency departments that are medically cleared or engaged in the *Safe Station* program.
- Connection to clinical resources such as medication assisted treatment, Medical detox, inpatient/ out-patient residential treatment programs, social detox programs, faith based recovery programs and other recovery housing options.

#### **Invoicing Schedule-**

- Granite United Way will invoice the City of Manchester monthly based on the actual operating expense for Amber's Place. This is currently \$53,147 per month.

#### **Desired Outcomes-**

- Provide guests a warm, substance free, and welcoming space while engaging them with peer support services.
- Connect guests to the appropriate clinical assessment and follow up with either treatment or recovery housing.
- Guests will follow through with their own plans to lifestyle that is conducive to achieving long lasting remission from substance use.
- As a clearinghouse referral source- our coaches remove barriers to recovery.
- Assist guests in obtaining medical insurance and education about their addiction and recovery.

#### **Reporting-**

Monthly reports will be submitted to the Office of the Mayor by the Granite United: including a narrative on the number of people served, actual services rendered and will include the beneficiary report form. Additional reports may be requested, but that information will need to be generated by the sub-contracted agency. In this case that is HOPE for NH Recovery, not Granite United Way.

211, Ambers, Safe Station		Total Monthly Payroll	Monthly Payroll Taxes	Monthly W/C	Monthly Benefits
1st shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.00
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Male	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Call Center	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
2nd shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Male	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Call Center	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
3rd shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Male	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Call Center	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
1st shift weekend	Safe Station	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Female	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Male	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Call Center	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
2nd shift weekend	Safe Station	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Female	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Male	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Call Center	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
3rd shift weekend	Safe Station	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Female	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Male	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Call Center	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
		\$ 40,736.64	\$ 3,666.30	\$ 2,022.72	\$ 6,721.45
Total Monthly Budget Ambers / Safe Station with phone service				\$ 53,147.11	

Ambers Place and Safe Station		Total Monthly Payroll	Monthly Payroll Taxes	Monthly W/C	Monthly Benefits
1st shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.00
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Male	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
2nd shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Male	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
3rd shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09

	Amber Male	\$	2,424.80	\$	218.23	\$	120.40	\$	400.09
1st shift weekend	Safe Station	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Female	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Male	\$	969.92	\$	87.29	\$	48.16	\$	160.04
2nd shift weekend	Safe Station	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Female	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Male	\$	969.92	\$	87.29	\$	48.16	\$	160.04
3rd shift weekend	Safe Station	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Female	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Male	\$	969.92	\$	87.29	\$	48.16	\$	160.04
		\$	30,552.48	\$	2,749.72	\$	1,517.04	\$	5,041.07
<b>Total Monthly Expense Ambers / Safe Station without phone service</b>									<b>\$ 39,860.31</b>



Excerpt from 6/7/2016 BMA meeting:

*Alderman Long moved to appropriate \$100,000 from contingency to Granite United Way for Amber's Place. Alderman O'Neil duly seconded the motion.*

**Alderman Long** stated there are different stories going around with respect to Amber's Place and their affiliate with Hope for NH Recovery. My understanding is that they are affiliated. That is what I was told. Others have been told that they are a separate entity. That is the reason this is going to Granite United Way. There are some questions that are not answered and right now they are at half capacity. They can fill 16 beds but they are only doing 8 because that is what they can afford right now. This money will get them back to the 16. With respect to the Safe Station, they have been filling those beds. They are getting four or five a week.

**Mayor Gatsas** asked will you amend your motion so that they have to report back to us on a quarterly basis?

**Alderman Long** responded yes. I spoke with Mr. LaFreniere and Kerrie with respect to getting some reports back from Amber's Place. If anyone on the board has any questions they would like answered, just let me know and I can sit down with Mr. LaFreniere and get those answers.

**Alderman O'Neil** asked as with Serenity Place would it report to the Special Committee on Alcohol and Other Drugs?

**Alderman Long** answered it could.

**Alderman O'Neil** stated we have to try to keep this whole thing under one committee. We leave a meeting thinking we did one thing and...we need a little more control over it.

**Alderman Long** asked okay so you want to the report to go to the Special Committee on Alcohol and Other Drugs?

**Alderman O'Neil** replied yes.

**Alderman Hirschmann** stated this money is FY16 money but it is going to be funding a FY17 program and is it going to continue after that?

**Alderman Long** stated it is funding FY16. It is covering them for the rest of this month.

**Alderman Hirschmann** responded \$100,000 is going to fund them into FY17.

**Mayor Gatsas** stated it is going to be multiple months.

**Alderman Long** stated it is going to be part of FY16 and FY17.

**Alderman Hirschmann** asked is it going to continue after that?

**Alderman Long** stated the mayor has been working with a couple of entities to get the funding for the remainder of the year.

**Alderman Hirschmann** asked so how soon will they be coming back for more?

**Mayor Gatsas** answered in a year.

**Alderman Hirschmann** stated so it is for 2017.

**Mayor Gatsas** replied well it is where we are at until next June. There are a couple of other entities that are interested in funding the balance of the year. I think it is important that when you talk about an 89% rate of people staying in shelter for help, that is an incredible number. This program is working. I think we just need to move it along. My understanding is they want to report back monthly, not quarterly so we will have a pretty good understanding of what is happening very quickly.

**Alderman O'Neil** asked do we have any way of finding out, and this is my opinion based on what I know, but if someone in trouble has insurance there is all kinds of opportunities for them but if you don't have insurance you are in some trouble. Can we find out...

**Mayor Gatsas** interjected Medicare from what I understand...I just had two people that were helped out through the Medicare process. They didn't have insurance. There was availability in a couple of places and they got placed.

**Alderman O'Neil** asked would you be able to pass it on to me because you have heard me talk about this young woman who is 31 years old. She is six weeks sober thanks to her family but she still didn't have a bed as of today.

**Mayor Gatsas** answered I will get that to you.

**Alderman O'Neil** stated there is a lot of talk that we take people who don't have insurance but when it comes down to making it happen, that hasn't always been the case.

**Alderman Levasseur** stated I am not sure how we would proceed with this but there is an issue with the Central Fire Station. The back of that fire station has a lot of issues.

**Mayor Gatsas** stated we are still on this motion.

**Alderman Sapienza** stated I have a question about how this money is going to be administered. We are talking about \$100,000.

**Mayor Gatsas** replied it is going to be administered through the United Way. Right now Amber's Place, from what Alderman Long and I were told, are good for about another month and I don't think we can afford to lose that portion of Safe Stations because that is where people are going with 16 beds. As I said, they are in the process of administering care and 89% of the people who go there are still there. I think the number is over 125 that have reported to the stations.

**Alderman Sapienza** responded I understand the need for the beds and I am probably okay with the \$100,000. Giving it to the United Way gives me pause. We have City departments who administer this kind of thing all the time. We approve money and Leon takes care of it. We have the Health Department. I don't understand why we are bringing the United Way into it.

**Mayor Gatsas** answered because the United Way is paying for Amber's Place. They are getting funds directly from the United Way. There are other people who want to make a contribution and they are willing to put it into the United Way so that those funds can be administered through there until they get into a stable position and know where their budget is and what their expenditures are. Again, it is all going to depend on the next 90 days on what happens with the beds that are going to be available at the Hoitt building.

**Alderman Sapienza** so we are going to get reports on what they are spending the money on?

**Mayor Gatsas** replied yes.



**Alderman Sapienza** asked and there will be a way to check that? We are not giving them the money and then find out we don't know what they did with it.

**Mayor Gatsas** answered no. You will see it as they spend it on a monthly basis.

**Alderman Long** stated to Alderman Sapienza's concerns, your concerns are being addressed. Mr. LaFreniere did say that it is coming out of his office. We are going to pose questions and the reporting will go to Mr. LaFreniere and then he will forward the information to us. We still have that arm with the City. Whatever questions we have out of this...I get that because I want to know what \$100,000 is getting us, we will be asking the Planning Department. They will get the reports and forward them to us. We will have staff that normally does the CIP stuff doing this also.

**Alderman Barry** stated I think maybe this will address Alderman O'Neil's concern. It is my understanding that Safe 211 is actually working really well for that many people to come in and I don't care what community they come in from as long as we are there to assist and I hope the other communities will jump on soon. It is my understanding that when a recovery coach shows up and if someone doesn't have insurance they actually walk them through the paperwork so they can get the Medicaid. I think that is great and that is one of the discussions we had with Tim Soucy and some other members of the Health Department. I think it is a great idea that they are there because one of the biggest problems is these people feel that there is no one there to assist them in getting the insurance necessary to get into these treatment centers.

**Mayor Gatsas** stated I think the United Way certainly helps on the business side because these people are trying to help people and certainly I applaud them. I think the United Way will help them work through their budget process and their business side.

**Alderman Levasseur** stated we didn't get a balance on our surplus and how much is contingency. Where is the money coming from?

**Mayor Gatsas** answered it is coming from contingency according to Mr. Sanders.

**Alderman Levasseur** asked how much do we have in there?

**Mr. Sanders** answered about \$370,000.

**Alderman Levasseur** stated I know we have another 23 days but where are we at now with surplus?

**Mr. Sanders** I don't have anything different than what I went over at the last meeting.

**Alderman Levasseur** asked is it \$2.3 million?

**Mr. Sanders** answered it is about \$2.4 million

*Mayor Gatsas called for a vote on the motion to transfer \$100,000 from contingency to the Granite United Way for Amber's Place.*

**Mayor Gatsas** stated I know the people at Amber's Place are going to be very grateful because they were on short shoe strings to get some funding. I think now that we have stepped up as a City and a community you will find that some of the other companies that I have talked to will step up with another \$250,000 so that we can keep them funded for a year and see how well they do and then they can talk to us next year.



39. Report(s) of the Committee on Lands and Buildings, if available.

There were none.

40. Report(s) of the Special Committee on Solid Waste Activities, if available.

There were none.

Deputy City Clerk Freeman noted that there is one more report from the Special Committee on Alcohol, Other Drugs & Youth Services.

The Special Committee on Alcohol, Other Drugs & Youth Services respectfully recommends, after due and careful consideration, that the Community Improvement Program sub recipient agreement between the City and the Granite United Way for Amber's Place be approved.

*On motion of Alderman Pappas, duly seconded by Alderman Shea, it was voted to accept the report and adopt its recommendation.*

41. Resolution:

"Amending the FY 2016 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thousand Dollars (\$100,000) for the FY 2016 CIP 612016 Amber's Place Operations."

*On motion of Alderman Long, duly seconded by Alderman Ludwig, it was voted to waive the reading by title only.*

*On motion of Alderman Herbert, duly seconded by Alderman Sapienza, it was voted that the resolution ought to pass and be enrolled.*

## Fleming, Todd

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**From:** Barry, Bill  
**Sent:** Monday, June 13, 2016 4:23 PM  
**To:** Fleming, Todd; Ludwig,Ron; O'Neil, Daniel; Pappas,Nick; Shaw,Barbara; Long,Patrick  
**Cc:** LaFreniere, Leon  
**Subject:** RE: Amber's Place

Thank you Todd. Please keep us informed and let us know if we can be of assistance.

Bill Barry

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**From:** Fleming, Todd  
**Sent:** Monday, June 13, 2016 3:43 PM  
**To:** Barry, Bill; Ludwig,Ron; O'Neil, Daniel; Pappas,Nick; Shaw,Barbara; Long,Patrick  
**Cc:** LaFreniere, Leon  
**Subject:** FW: Amber's Place

Good Afternoon Aldermen, as you can see from the e-mail below, I am working on drafting the Subrecipient Agreement for the Amber's Place project. Once I have drafted the Agreement, I will provide it to you for your review and comments. If you have questions or concerns, please do not hesitate to contact me. Thank you.

Sincerely,  
Todd

---

**From:** Fleming, Todd  
**Sent:** Monday, June 13, 2016 2:46 PM  
**To:** 'Patrick.Tufts@graniteuw.org'  
**Subject:** Amber's Place

Good Afternoon Mr. Tufts, I am drafting a Subrecipient Agreement for the Amber's Place project. There is specific information that I will need in order to create the agreement for the funding, so I would appreciate it if you could provide the information noted below.

### \$100,000 for Two Months Operational Support Project

- Effective dates (June 28, 2016 – September 30, 2016?) It is my understanding this is emergency funding for two months of operations
- Confirm that Granite United Way will be the operating agency responsible for submitting payment requests, beneficiary reporting, record retention and overall project administration.
- Scope of Services – a detailed explanation of services to be carried out utilizing the funding.
- Outcomes – Specific, measurable outcomes that will be produced by this program.
- Invoicing Schedule – Expenses are based on program beneficiaries or monthly operating costs? What will the invoices be based on – cost per person or set monthly operating costs?
- Reporting Requirements – Report monthly with: accomplishments narrative and attached beneficiary report form. Additional report points may be requested by the Special committee on Alcohol, Other Drugs and Youth Services.

Please return the information to me at your earliest convenience so that I can get the Agreement drafted and reviewed by the Special Committee on Alcohol, Other Drugs and Youth Services. As you know, the City will not be able to expend any funding on this project until the Agreement has been executed. If you have any questions, please do not hesitate to contact me. Thank you

Sincerely,  
Todd

**Todd D. Fleming**

CIP Coordinator  
Planning and Community Development  
Community Improvement Program Division  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101  
T: (603) 624-6450  
F: (603) 624-6529

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*The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees and City volunteers regarding the business of the City of Manchester, are government records available to the public upon request. Therefore, this email communication may be subject to public disclosure.*

## **SPECIAL COMMITTEE ON ALCOHOL, OTHER DRUGS, AND YOUTH SERVICES**

**June 28, 2016**

**5:00 p.m.**

Chairman Barry called the meeting to order.

The Clerk called the roll.

Present: Aldermen Barry, Ludwig, O'Neil, Shaw

Absent: Alderman Pappas

Messrs.: T. Fleming, L. LaFreniere, T. Soucy, D. Goonan, C. Stawasz,  
D. Ryan

3. Community Improvement Program Subrecipient Agreement between the City and Granite United Way for Amber's Place.

Todd Fleming, CIP Planner, stated as per the direction of the BMA I drafted a sub recipient agreement for Granite United Way and Amber's Place. I have provided them with a copy of that agreement and they have already signed it. I am looking for direction from the committee on whether it meets your needs as far as the reporting points and everything within the agreement.

Alderman O'Neil stated to me the most important thing in the agreement is the 16 beds. I don't know if you agree with that or not but that is pretty important because I think they are going from 6 or 8 currently to committing to the 16. Am I right on that?

Mr. Fleming responded to be honest with you I am not too familiar with the project. What I did is I modeled the agreement somewhat after the agreement that was put together for the Serenity Place Wrap program because it was another cash project.

Leon LaFreniere, Planning & Community Development Director, stated in Attachment A under item A it says that Amber's place is an on-site 16 bed emergency respite facility. It is in the pro forma.

Alderman O'Neil asked do we know whether if it is not permitted if it can be permitted as far as building regulations and all of that?

Mr. LaFreniere answered it is consistent with the way the building has been used so I would say yes.

Alderman O'Neil stated the only other question I have and I don't know where this number came from but it under item C beneficiaries. It says a minimum of 242 individuals in a three month period. Where did that number come from and is it measurable?

Mr. Fleming responded that number was provided by Amber's Place and Granite United Way based on past use of the facility.

Alderman O'Neil asked I think there was a similar number and it was extremely high with Serenity Place but do we have any way of measuring? If it is 195 that is still a good thing but I get worried sometimes that these numbers are high and not reasonable and I would rather be operating with what is reasonable. If it is 25 it is 25 but what is reasonable? Do we have any idea how to measure this?

Mr. LaFreniere answered as part of the reporting requirements in Attachment C, they are responsible for providing a beneficiary report and the first number is the number of clients served. We probably don't have any way to audit that if that is the question.

Alderman O'Neil replied it is.

Mr. LaFreniere stated that is part of the reason why we were comfortable working through Granite United Way because they are a long established agency that we have a lot of history with. I am anticipating that they will provide some assistance in monitoring the reporting. We don't have the same history with Amber's Place specifically. I don't know how we would audit that beyond their reporting.

Alderman O'Neil stated I had the same feeling about Serenity Place. I thought their numbers were extremely high. I don't think it is a bad thing if they are actually helping that many people. I just don't know if that is in fact what is being done. I don't know if Alderman Long has any comment on that.

Alderman Long stated that has been my concern also but I think they could qualify it through Chief Goonan or Mr. Hickey because they have those same numbers. Amber's Place isn't involved in the Wrap Program are they? We need to verify that. I was thinking that there may be some duplication here because the Wrap Program is kind of on the edge of this Safe Station. I don't know if Serenity gets someone in at 3 AM...actually maybe Mr. Soucy can help answer that.

Tim Soucy, Public Health Director, stated there are two things we can look at. One is we can verify the numbers of people coming from Safe Station into Amber's Place. Others are going to go into Amber's Place beyond Safe Station so

whatever the Safe Station number is that will be your minimum. It will be up to Amber's Place and Granite United Way to capture the rest of them. Everyone who is at Amber's Place is currently doing two hours of IOP at Serenity everyday so they would be involved in the Wrap services as well.

Alderman Long stated I think we need to get our hands around that to make sure we are justifying...after tonight's appropriation to the Wilson Street project the City is looking at like \$2.2 million that we are investing in this opiate crisis, not including the resources that the Fire and Police Departments use. That is pretty substantial. I think we need to get verification because those numbers have been bothering me also. How do we justify them? I think with this program we could do that through Safe Station. The only other think I would like to add in here is how many veterans are being served. Let's say 20% of the people we serve are veterans. There may be other grants that we can apply for. Eventually we need to get our hands around the number.

Chairman Barry stated I agree with Alderman Long. I think we really need to start concentrating on the veterans in the City of Manchester and even on the outskirts that we are assisting with their problems. I know in the past when we have gotten information from Serenity Place it doesn't include veterans. It includes people who are associated with Manchester. I think it would be important to add that to their questionnaire. So Todd would Amber's Place report to you monthly?

Mr. Fleming answered yes.

Chairman Barry asked and you will report to us and let us know what is going on?

Mr. Fleming replied right.

Chairman Barry stated so essentially it is similar to Serenity Place.

Mr. LaFreniere stated essentially we would forward their reporting to the committee. This is a little bit of a different animal if you will much like with Wrap in that our involvement is on the periphery of the issue. We can certainly provide all the information that we have to the committee and we can administer the funds per the wishes of the committee but the experts in this particular field obviously are sitting over there instead of in our end of the operation. That is why it makes it a little more difficult for us to respond directly to some of these questions. The other thing is it may be a good idea to have both Granite United Way and Amber's Place representatives in to discuss some of these issues with the committee to provide some level of comfort as to how they are going to achieve these numbers.

Chairman Barry stated Granite United Way was invited to come tonight and I was hoping they would be here.

Alderman Long stated that is understandable, Leon. I am asking you questions and I shouldn't be asking you the questions. My only other concern is this payment goes through August but do we know the sustainability after August? I did talk to Ms. Collettie I believe who said that this would get her through August but I am wondering if there is anything that is going to keep them going after August. Come September what is up?

Mr. Soucy stated they have been working on a sustainability plan. I will be meeting with them I think on Thursday to take a look at that.



Alderman O'Neil stated this is for Chief Goonan or Chris Stawasz. Do we know in Safe Station if they are not medically treated and let's say...Hope for NH is who is called correct? The intent is to look for Amber's Place but what if Amber's Place is full? Are they utilizing other facilities?

Daniel Goonan, Fire Chief, stated when someone comes in we call Amber's Place and they pick them up. If they are full, they will try to reach out to family members or try to get them connected somewhere else. Once they make it to Amber's Place, it is their responsibility. We don't follow them. You are correct about information. We go by the information that we are getting from Cheryl Collettie and Amber's Place and as far as that goes we try to verify it as much as possible. We do talk to them a lot. We do know the numbers are similar going back and forth from Amber's Place to Serenity Place because they do see the same people. We are on it as much as we can be but we are going off their numbers. It is really up to them.

Alderman O'Neil asked so what you are saying is in the Safe Station Program once the firefighters or medics have determined it is not a medical situation, Amber's Place or Hope for NH is called and once that happens you folks don't have any idea if they actually get a bed or are referred to another City or go home? We probably can't track it.

Chief Goonan answered we try to keep the statistics but the statistics we are getting are from Amber's Place or Serenity Place so we are trusting their numbers.

Alderman O'Neil asked Chris I don't know if you have any thoughts on this.

Chris Stawasz, AMR, responded I agree with the chief. Not everybody needs a bed. There are a lot of folks who don't end up at Amber's Place. They may go into other programs. I know that Chris Hickey follows up with Hope on pretty much every one and we get an idea, at least in the beginning, of where they go and what happens to them.

Alderman O'Neil asked is that a question that we should be asking in their reporting?

Chief Goonan responded we do keep some of those statistics. I am looking at it right now. For instance about a week ago we had 163 referrals. They told us 117 were placed, 17 of those were in hospitals and 26 people out of those were placed back with their families into another program.

Alderman O'Neil asked I don't know if you are doing anything in Nashua but is there anything different you are doing that we may want to look at?

Mr. Stawasz answered we don't have Hope for NH Recovery in Nashua so it is difficult for us to duplicate the Safe Station program. We are looking at alternatives with some of the other agencies in the city. The mayor has an opioid task force that I am on but we haven't reached anywhere near the point where we are at here yet.

Alderman Long stated the placements are placements into facilities not Amber's placements. Is that correct?

Chief Goonan answered correct.

Alderman Long asked Mr. Stawasz, are there any times when AMR is called for transportation on these Safe Station issues?

Mr. Stawasz replied yes, and I believe there have been 17 so far. In other words, 17 times we have gone and done our assessment and the folks have required transportation to a hospital rather than going to Hope or Amber's Place.

Alderman Long asked so Hope knows that they are stable before they go pick them up so there is no need for a medical discharge or what have you?

Mr. Stawasz answered correct.

Alderman Long stated if the vitals are no good then you are just bringing them to the hospital correct?

Mr. Stawasz replied yes, and some of the folks may have other medical problems. They may have severe infections or other things going on besides overdoses or things of that nature.

Alderman O'Neil stated Leon and Todd, if we could get a little more detailing in the reporting that would be good.

Alderman Long asked if we could get an average bed stay that would be good. I know they said they don't like going over five days and most of them are under five days but also the average capacity. I want to know throughout the month how many times you had 16. My understanding is Hope has this new software that tracks all of that. They are claiming they are going to be able to give us detailed reports without using names. They have identifiers that they use. I am looking to

see on an average month how many days they were at capacity. That would be helpful.

Mr. LaFreniere stated I would like clarification on two items. We will make those changes to the reporting requirements to include the information that was requested in terms of the tracking of veterans, number of individuals served and needing a bed, the average number of nights and the average number of days the facility is at capacity. Do you want to see the agreement with those changes before we implement and sign?

Chairman Barry answered no I don't think we need to do that.

Mr. LaFreniere stated the only other question I have is in the pro forma under Attachment B you will notice that there is a method of payment and we have some projected dates and this anticipates that the agreement is signed and that the reporting requirements are met to total to the \$100,000. Would it be the committee's wish to approve those invoices, in which case I should build it into the agreement or as the agreement is currently structured as long as they submit the reporting requirements they will get paid. I just need to know how the committee would like that process to be handled.

Chairman Barry asked would that be similar to Serenity Place? I know they have to submit the bills by the 25<sup>th</sup> and they get paid by the 15<sup>th</sup> of the following month.

Mr. LaFreniere answered correct but with Serenity Place when they submit the reporting we review it to see that it meets the terms of the agreement and then we process the payment and forward the information to the committee. We don't see the committee's approval for the payment. I just want to make sure that you want it the same way.

Chairman Barry replied yes that is fine.

Alderman O'Neil asked Leon and Todd could you add one more item to their reporting and that is if they refer someone to someplace else? I don't know if that happens but if they have a limited number of beds I don't know if they are sending people to Serenity or not. That information would be helpful to us as we are trying to get our arms around this whole thing. Thank you.

On motion of Alderman O'Neil, duly seconded by Alderman Ludwig, it was voted to approve the agreement.

Chairman Barry asked do you need this to come to the full board tonight?

Mr. LaFreniere responded under the pro forma the first payment is anticipated for July 15 so the answer would be yes.

Chairman Barry stated I have an item that I would like to address with Alderman Long. Can you give us an update on SATCO and the drug court?

Alderman Long stated the county delegation met last night. SATCO passed. That is the correctional facility program. They took \$70,000 out of the salary.

Regarding the drug court, I made a motion to put in the \$245,000 in case the state didn't pay 100% and I got voted down. If the state is going to fully fund us then we will get a drug court but the requirement in SB 464 is the county has to apply to the feds for federal money which we didn't do. The state did on behalf of north and south and south got the fed money and we didn't. I am being told that is not a problem. I am not feeling all warm and fuzzy about a drug court as of yet and if it

does come to fruition you are probably looking at the end of 2017 or beginning of 2018.

Chairman Barry asked if the state will fully fund it or if they find funding it probably won't take place until at least 2017?

Alderman Long answered correct because in order to get 100% funding you need superior court to implement felony first and north isn't implementing felony first until September 2017. However, the bill does say that you can apply and get the grant a year prior to the implementation as long as you are going to implement it so that would be September of this year. However, meeting the criteria of asking the feds, we haven't done yet. There are a few things in the bill that make me suspect.

Chairman Barry stated Hillsborough county is unique because we have two superior courts and that was kind of a problem when we first addressed the drug court out of Hillsborough county and superior court north. South already had it in place but my understanding is theirs is running out or did they reapply and get it granted? Are we going to have to fund two?

Alderman Long replied south already got approved for another five years I believe. The bill does define the county in Hillsborough as north and south so we are separate entities according to this bill.

Alderman O'Neil asked Alderman Long is there any way we can help...I think the SATCO program is pretty exciting and I think the fact that the superintendent has them for 12 months? Is there anything we can do to help and is there any way to track with that or are there any tracking requirements?

Alderman Long answered there is tracking data for the superintendent and also Serenity and Hope for NH have already been in contact with him. Whether they are going to contract with him or not I am not sure. I know that Serenity has offered. One of the sale points of SATCO is the fact that Manchester is so recovery friendly. That is why this is beautiful. Superintendent Dionne says that if there is a person in there coming from Franklin, they are not going to Franklin when they get out. They are staying right here for whatever they need. I think it is going to help the City out immensely.

Alderman Shaw stated I don't remember but did we have a presentation for the public so they know exactly what SATCO is?

Alderman Long stated I thought this committee had one.

Chairman Barry replied Dave Dionne came in and spoke about it.

Alderman Shaw stated it might be a good idea to do a summary and explain to the public exactly what this is and why it is important. I know there are a lot of misconceptions and a lot of ideas that came up last night about well you can't cure somebody in 90 days but it is the idea of the ongoing support after that and the continuum of support that is important. I think it is a wonderful program and we are not the first. We didn't invent the wheel. Sullivan county has it, Cheshire county and Strafford county. There are other counties that have this.

Chairman Barry stated I can contact Superintendent Dionne and see if he wants to come up and do a presentation at our August meeting.

Alderman Long stated there was a bill passed suggesting that we have some prevention courses or what have you in our schools. Are you aware of that Mr. Ryan? It was mandatory but the word got changed to suggested.

David Ryan, School Superintendent, replied no we are not aware of that.

Alderman Long stated I can get you a copy of that bill. It is just a suggestion. I think it is a great idea like the \$10,000 from the rotary. I think it fits in with that and I think we have a good opportunity in our school district to get some good prevention initiatives in there.

Alderman Shaw asked are you talking about the bill that came out of education? Basically what it says Mr. Ryan is that drug and alcohol prevention is included in the health courses. It had stated at each level appropriately but that was taken out and it was left to be voluntary at whatever level the district decided. I think it is being done right now. I think part of the curriculum does deal with drug and alcohol prevention like the simple lesson of teaching kids not to pick up needles on the ground. There are a lot of ways to incorporate that awareness.

Alderman O'Neil asked Mr. Ryan where are we with the Rotary grant?

Mr. Ryan answered it sounds like we are ahead of the curve on that bill. Last week 25 teachers came together and met for 10 hours and did an amazing job. They did more than we asked them to do. They still needed to finish up some work and we had some money left in the budget so we were able to get them back together on the 18<sup>th</sup>. Of the 25, they selected 3 to put together a final presentation. That will go to the C&I Committee but I would also like to have them come and present it to you here so you can see the fruits of their labor and what they were



able to do with the support you gave them. We are well on our way to making sure that grades 6-12 are taken care of.

*There being no further business, on motion of **Alderman O'Neil**, duly seconded by **Alderman Ludwig**, it was voted to adjourn.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee